



FAMU-FSU Engineering

Civil and Environmental Engineering

Bylaws for the Department of Civil & Environmental Engineering

Adopted by the faculty of the CEE
Department on 4.03.26

These are the bylaws for the Department of Civil and Environmental Engineering in the FAMU-FSU College of Engineering. These bylaws were last approved on 4/3/2026 by a majority of the applicable voting members of the department and on 4/9/2026 by the College, the FSU Office of Faculty Development and Advancement, and the FAMU Office of the Provost.

Preamble

Introduction

The FAMU-FSU College of Engineering is a joint school between Florida A&M University and Florida State University. The college is operated under the academic procedures and the management responsibilities in the Memorandum of Agreement (or Joint Management Agreement). The most recent version of the Joint Management Agreement was signed on July 2nd, 2018. The by-laws of the FAMU-FSU College of Engineering originate with the Joint Management Agreement and the faculty handbook of each university. The by-laws should undergo a review every five years.

The Department of Civil and Environmental Engineering shall be operated under the academic procedures and management responsibilities established by the FAMU-FSU College of Engineering, the Universities, and the Department itself. The pertinent FAMU-FSU College of engineering policies and procedures are included in the appendix. The Department of Civil and Environmental Engineering (which herein after may be referred to as “CEE” or the “Department”) is one of six (6) academic departments within the FAMU-FSU College of Engineering (which herein after may be referred to as the “College”).

Mission

The mission of the Department is to provide rigorous and fundamentally sound educational programs in Civil and Environmental Engineering at all academic levels – undergraduate (BS) and graduate (MS, MEng, and PhD). The Department also seeks to promote the conduct of basic and applied research in forefront areas of Civil and Environmental Engineering. The Department mission also includes providing useful services to the university, the community, and the profession. Overall, the Department intent is to provide an educational experience that prepares graduates for the challenges they will face during their professional careers.

Vision

The vision for the future of the Department as an educational unit is to be recognized as a place of excellence in Civil and Environmental Engineering education by preparing our graduates to be successfully established in professional careers and/or exercise leadership in their positions to the benefit of society. To attain this vision, the Department should satisfy its major stakeholders -- students, alumni, employers, departmental faculty, the college, the universities, the community, ABET, and professional societies.

Article I. Bylaws

I.A. Adherence with Other Governing Documents. At all times, department policy shall adhere to and be consistent with all official FAMU policies and regulations and official FSU policies and regulations found in the Constitutions, the BOT-UFF Collective Bargaining Agreement (if applicable to the college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process of each university subject to the most recent version of the Joint Management Agreement.

I.B. Bylaws Revision. Any three members of the faculty may propose amendment(s) to these By-Laws. Such action shall be initiated by submitting the proposed amendment(s) to the Department Chair. The Department Chair shall cause such proposed amendment(s) to the By-Laws to be (1) distributed to the faculty via printed media and/or by e-mail; (2) read at the next faculty meeting immediately following distribution to the faculty; and (3) voted upon by the faculty at the next meeting following the meeting of the first reading.

A super-majority of two-thirds (2/3) of the faculty shall be present (in-person or through synchronous remote/online mechanism) at any faculty meeting at which any amendment(s) to the By-Laws may be considered to constitute a quorum. A super-majority affirmative vote of two-thirds (2/3) of the faculty members present and voting at a faculty meeting at which a quorum is met shall be required for the adoption of proposed By-Law amendment(s).

Bylaws shall be reviewed at least once every six years by a full meeting of all faculty members, considering recommendations and suggestions from any faculty member. If amendments are needed during the sixth-year review, a super-majority affirmative vote of two-thirds (2/3) of the faculty members present and voting at a faculty meeting at which a quorum is met shall be required for the adoption of proposed By-Law amendment(s).

I.C. Substantive Change Statement. The Department follows the College Bylaws for Substantive Change. Faculty and staff members are expected to be familiar with and follow the university Substantive Change Policy as found on the university web sites. FAMU: <https://www.famu.edu/administration/sacs/substantive-change-policy.php>; FSU: <https://sacs.fsu.edu/substantive-change-policy/>.

Article II. Membership and Voting Rights

II.A. Faculty Membership. The faculty of the Department of Civil and Environmental Engineering shall consist of those persons holding appointments at the rank of Professor, Associate Professor, Assistant Professor, Teaching Faculty (I, II, III), Research Faculty (I, II, III) including persons holding the aforementioned ranks that have the status modifiers Adjunct, Joint, Visiting, and Acting.

II.B. Department Membership. In addition to the faculty defined in II.A above, the following are members of the Department of Civil and Environmental Engineering: Administrative staff, Teaching and Laboratory support staff, Post-Doctoral Research Assistant/Associate/Fellow, Graduate Teaching/Research Assistant/Associate, or any other non-faculty title.

II.C. Faculty Voting Rights. The full faculty shall be the basic legislative and voting body of the Department. The faculty shall be responsible for initiating, discussing, and approving changes to the academic policies and procedures of the Department, and shall be responsible for making recommendations on other departmental matters to the Chair of the Department subject to the Chair's authority.

II.C.1. All Department faculty holding appointments at the rank of Professor, Associate Professor, Assistant Professor, and Teaching Faculty (I, II, III) are eligible to vote in faculty meetings and by proxy. Research Faculty (I, II, III) are invited to attend faculty meetings and participate in faculty governance; voting rights shall be confirmed upon a simple majority of the voting members of the department.

II.C.2. Specifically excluded from voting status are persons who hold the ranks of Instructor, Assistant Professor, Associate Professor, and Professor that have the status modifiers Visiting, Acting, Emeritus, Adjunct, or Affiliate. Also specifically excluded from voting status are persons who hold the non-faculty titles of Post-Doctoral Research Assistant/Associate/Fellow, Graduate Teaching/Research Assistant/Associate, or any other non-faculty title. Herein after, a voting member shall be referred to as a faculty member.

II.C.3. For votes requiring a particular majority of a specific class of voters, the majority is computed relative to the number of members in the class minus those not voting due to leaves of absence, sabbaticals, or other reasons certified by the Chair of the Department and consistent with the University rules and policies.

II.D. Non-faculty Voting Rights. Voting rights are only granted as defined in II.C above.

Article III. Department Organization and Governance

III.A. Faculty Meetings. The faculty of the Department shall meet in regular session at least twice in both the fall semester and spring semesters during regular academic year. The dates and times of the meetings shall be established by the Chair in consultation with the course schedule and the faculty. The schedule of the meetings shall be made available to all faculty members at the beginning of each academic term. In an extraordinary circumstance, a faculty meeting may be called by the Chair as deemed necessary, or at the written request of at least three faculty members. At least forty-

eight (48) hours' notice should be given for any meetings under extraordinary circumstances.

The Chair shall be responsible for the preparation of an agenda for each meeting; this agenda shall be distributed to the faculty prior to the day of the meeting. The Chair shall preside at all faculty meetings where possible. In the absence of the Chair, the Chair shall designate another faculty member to serve in this position.

III.A.1. Quorum and Voting. At any duly called faculty meeting, one-half (50% or greater) of the total voting membership of the faculty shall be present in-person or through a synchronous remote/online mechanism at the meeting to constitute a quorum. A simple majority of the quorum of voting faculty members present at a faculty meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Department Chair.

III.A.2. Proxies. In the event of a faculty member's absence from a faculty meeting, the faculty member may vote by proxy by notifying the Department Chair by e-mail or written document of his/her voting intention. The Department Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.

III.B. Department Chair Selection. The Department of Civil and Environmental Engineering will follow College Policy related to the selection of the Department Chair.

III.C. Department Leadership and Committees.

III.C.1. Department Chair

III.C.1.1. The Chair of the Department of Civil and Environmental Engineering shall serve as the chief operating and financial officer of the Department.

III.C.1.2. The Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the Department.

III.C.1.3. The Chair shall serve a term of four years, normally beginning at the start of the academic year (August) of appointment. Reappointment of the Chair for another term shall be made at the discretion of the Dean of Engineering with the advice of the faculty.

III.C.1.4. Under normal circumstances, the Chair will serve for no more than two consecutive terms. Under extraordinary circumstances, an extension of appointment beyond two terms may occur if so recommended by the faculty of the department and approved by the Dean.

III.C.1.5. The Chair may appoint one or more Associate Chairs to assist the chair in their administrative, academic, and financial duties.

III.C.1.6. When the CEE Department Chair is to be appointed or re-appointed by the Dean of Engineering, each candidate for the Chair

appointment shall hold an open discussion meeting with all CEE Department faculty members where the candidate will discuss his/her vision and strategic plan. Minutes from the meeting shall be circulated to all CEE Department faculty members.

III.C.1.7. Duties of the Department Chair shall include:

Administrative

1. Schedule and preside over faculty meetings, and set the agenda for such meetings;
2. Assign committee membership and chairs;
3. Formulate and approve faculty activity assignments in accordance with established guidelines;
4. Prepare annual faculty evaluations, with the advice of the Faculty Annual Evaluation Committee (FAEC);
5. Prepare promotion and tenure documents for eligible faculty;
6. Coordinate recruitment of new faculty, and hire of Department staff;
7. Assign and maintain office, conference and laboratory spaces in the College of Engineering buildings;
8. Provide a general report to the faculty on resource allocation once per year to include research laboratory space, tuition waivers and special equipment maintenance;
9. Supervise office and other support staff, delegate said supervision, and determine assigned duties of office and support staff;
10. Ensure Department compliance with the safety and environmental regulations of the Universities;
11. Fundraise and public relations for the Department;
12. Serve on the College of Engineering Executive Council;
13. Appoint a faculty member to represent the Chair at meetings or other functions in the Chair's absence;
14. Other duties as assigned by the Dean.

Academic

1. Uphold the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;
2. Schedule courses and assign teaching responsibilities;
3. Coordinate and supervise actions for all accreditation or other reviews of the Department's operations;
4. Certify the academic credentials of all graduates from the Department;
5. Assign teaching assistants to the Department's courses.

Financial

1. Prepare a Departmental budget request to be submitted to the Dean, and report the budget to the faculty during the Fall Term of each academic year;

2. Oversee all expenditures from the Department E&G and Expense budgets, all budgets containing Foundation funds donated to the Department, and any budgets containing return on overhead funds allocated to the Department;
3. Recommend to the Dean of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

III.C.2. Department Committees

The Department shall have five standing committees: Undergraduate Committee, Graduate Committee, Promotion and Tenure Committee (Also serving as Faculty Annual Evaluation Committee), Laboratory Committee, and Faculty Mentoring Committee. Additional Ad hoc committees shall be formed by the Chair as deemed necessary, or at the request of at least three faculty members.

III.C.2.1. Undergraduate Committee

The principal responsibility of the Undergraduate Committee shall be the ongoing review and modification of the undergraduate educational objectives and outcomes, curriculum, and advising procedures as part of the Department's continuous self-assessment process. Another responsibility of the Undergraduate Committee is developing procedures for and implementing an undergraduate student performance assessment. The Chair of the Undergraduate Committee shall be appointed by the Department Chair for a one-year term with reappointment possible. The Undergraduate Committee shall consist of at least five members of the faculty with adequate representation of all areas within the Department. All recommendations for changes in the undergraduate curriculum shall originate in this committee.

III.C.2.2. Graduate Committee

The principal responsibility of the Graduate Committee shall be the ongoing review and modification of the graduate curriculum as part of the Department's continuous self-assessment process. Another major responsibility of the Graduate Committee is developing procedures for and implementing a graduate student performance assessment. The graduate committee provides rankings of the graduate student applicants to the Chair. S/he then is responsible for compiling an overall ranking of the applicants and making offers of funding and admission in accord with this ranking, taking into account the budgetary limitations. The Chair of the Graduate Committee shall be appointed by the Department Chair, for a one-year term with possible reappointment. The Graduate Committee shall consist of at least five members of the graduate faculty with representation of adequate representation of all areas within the Department. All recommendations for changes in the graduate curriculum shall originate in this committee.

III.C.2.3. Promotion and Tenure Committee

The Promotion and Tenure committee shall serve two main purposes. First, this committee shall review yearly evidence of performance documents,

prepared by all faculty members, and make recommendations to the Chair as part of the annual evaluation procedure. For faculty below the highest rank for their position, these recommendations shall include comments regarding appropriate progress towards promotion and tenure, if applicable.

Second, this committee shall also perform a review of all folders submitted for either promotion or tenure. The committee shall follow appropriate College of Engineering and University guidelines associated with this process.

The Promotion and Tenure Committee shall consist of three tenured Full Professors from the Department chosen by a plurality vote of the faculty each year. The chosen members shall select a Chair, who shall also serve as the representative to the College of Engineering Promotion and Tenure Committee.

III.C.2.4. Laboratory Committee

The main tasks of the Laboratory Committee shall include determining the faculty needs of laboratory space and equipment to support the teaching and research activities in the department. Another responsibility of the Laboratory Committee is to oversee departmental laboratory plans including operational procedures, compliance with the university health and safety rules, maintain laboratory safety manual, prioritize laboratory needs of equipment purchasing/maintenance, and maintain current records of laboratory inventory. The Chair of the Laboratory Committee shall be appointed by the Department Chair, for a one-year term. The laboratory Committee shall consist of at least three members of the Faculty.

III.C.2.5. Faculty Mentoring Committee

The Mentoring Committee is responsible for the mentoring of all assistant professors following guidelines from the College of Engineering and the universities. The Chair of the Mentoring Committee will be selected by the Department Chair, for a one-year term with possible reappointment. The Chair of the Departmental Mentoring Committee will select the Faculty Mentoring Team for each assistant professor and will monitor their progress to ensure that the College of Engineering Faculty Mentoring Reports are completed as required. The primary responsibility for mentoring Teaching Faculty I shall fall to the Department Chair; however, those faculty may optionally request establishment of a Faculty Mentoring Team.

III.C.2.6. Ad Hoc Committees

The Chair shall appoint ad hoc committees, including the Chairs of such committees, as required to conduct the business of the Department. The time limit for the existence of an ad hoc committee shall be determined by the Chair and announced to the faculty at the committee's formation.

III.C.2.7. Committee Meetings

The committees of the Department shall meet in regular session as needed to conduct the Department's business during the regular academic year. The dates and times of the meetings shall be established by the Committee Chair in consultation with the course schedule and the committee members. The schedule of the meetings shall be made available to all committee members and all other faculty members at the beginning of each academic term.

The Committee Chair shall be responsible for the preparation and distribution of an agenda for each meeting; and shall preside at all committee meetings where possible. At any duly called committee meeting, one-half (50% or greater) of the total voting membership of the committee shall be present in-person or through a synchronous remote/online mechanism at the meeting to constitute a quorum. A simple majority of the quorum of voting faculty members present at a committee meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Committee Chair. In the event of a faculty member's absence from a committee meeting, the faculty member may vote by proxy by notifying the Committee Chair by e-mail or written document of his/her voting intention. The Committee Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.

III.D. Faculty Senators. Election of Faculty Senate representatives follows the pertinent College of Engineering policy on this matter. The Department will participate in the election of faculty senate candidates per the College of Engineering Bylaws.

III.E. Faculty Recruitment. In general, faculty recruitment follows the College of Engineering policy on faculty recruitment. In addition:

III.E.1. The Chair is responsible to request from the Dean permission to fill vacant faculty lines and to initiate new faculty lines. The Chair will solicit the views of all the ranked faculty of the Department and take due account of these views in making requests to the Dean. The Dean will authorize the Department to hire on any open lines. The Chair should take into account and balance the needs of all areas within the Department.

III.E.2. New tenure-earning faculty appointments should be preceded by a nationally advertised open search for candidates.

III.E.3. In accordance with established requirements by the universities and/or college, within 6 months upon joining the Department, a new faculty member will be assigned a mentor or mentors by the Department Chair.

III.E.4. The Chair will appoint a faculty search committee who will make recommendations of candidates to interview. The candidates are to be evaluated

according to the following procedure. The decision about whom to interview is made by the majority of the search committee in consultation with the Department Chair. The Department Chair then will recommend to the Dean the faculty members to hire, based upon the recommendation of the search committee and advice of the Faculty.

III.E.5. In the case of a new incoming faculty member who wishes to be appointed with tenure, the decision about whether to recommend that the university make the appointment and grant tenure is made by majority vote of all tenured associate and full professors (associate professors vote even in the case of the appointment of a full professor).

III.F. Unit Reorganization. The Department of Civil and Environmental Engineering will follow College Policy related to Unit Reorganization.

Article IV. Curriculum

The Undergraduate and Graduate Committees (as listed in III.C above) are responsible for planning, maintaining, and reviewing the Department's curriculum content in accordance with the perceived demands of its stakeholders. The Department Chair, the Undergraduate Committee Chair, and the Graduate Committee Chair serve as the de facto Curriculum Committee, and, in consultation with the graduate degree program coordinators and the general faculty as needed, implement the curricula. Teaching assignments to meet the curricula needs will follow the College Policy.

Article V. Annual Evaluation of Faculty on Performance and Merit

V.A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. The Department follows the college bylaws and college policy for all annual evaluation, promotion and third-year review processes. Each faculty member's performance will be evaluated relative to the criteria of their home university (FAMU or FSU).

Each faculty member other than the Chair and any Associate Deans whose tenure home is in the department (who are evaluated by the Dean) will be evaluated annually by the Chair. The Chair will be advised in this matter by the Promotion and Tenure Committee serving as Annual Faculty Evaluation Committee. Members of the Committee will evaluate other members but not themselves. The results of this evaluation are used as the basis for the progress of the Faculty toward promotion and/or tenure letters, recommendations of merit pay increase and recommendations for faculty awards and recognition.

Faculty inform the annual review process by providing a self-evaluation, including evidence of teaching, research, and service activities during the year under consideration. Faculty who are below the highest rank for their position should also submit a CV, which provides information on teaching, research, and service activities over the cumulative time frame under consideration. In addition to the faculty self-evaluation, the annual evaluation file may include student and peer evaluations of teaching, records of research productivity, and other relevant information.

The evaluations will be conducted in March and April, after the submission deadline for the faculty self-evaluation. The evaluations will be based upon performance over the prior calendar year (January 1st to December 31st). Teaching, Research and Scholarly Activity, and Service will be evaluated separately, and their relative contributions to the overall assessment will be weighted in accord with the Faculty member's assignment of responsibilities.

The annual evaluation summary documents are filled out by the Chair and discussed with the faculty member in accordance with university policy. The annual evaluation then is submitted to the Dean and becomes a part of the Faculty member's permanent file.

V.B. Criteria for Evaluation of Tenure-track Faculty. The Department follows the college bylaws and college policy regarding criteria for teaching, research, and service. The college Criteria for Evaluation on Promotion and Tenure are included in Appendix I. For faculty below the terminal rank, criteria for annual evaluation are evidence of substantial progress toward promotion to the subsequent rank, in the areas of teaching, research, and service. For those at the terminal rank, criteria for annual evaluation are evidence of sustained performance at the terminal rank in the areas of teaching, research, and service.

V.C. Criteria for Evaluation of Specialized Faculty. The criteria for evaluation of teaching, research, and service by specialized faculty are similar to the criteria for evaluation of tenure-track faculty, except that specialized faculty may not have assignment of responsibilities related to one or more activities, in which case, that responsibility is not evaluated.

Article VI. Promotion and Tenure

VI.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. Except for the third year review, these letters are prepared by the department chair, based on the faculty self-evaluation and other information in the annual evaluation file, which may include student and peer evaluations of teaching, records of research productivity, and other relevant information.

VI.B. Third Year Review for Tenure-Track Faculty. Tenure-track faculty in their third year of service will receive a detailed evaluation of their progress in meeting the Department's expectations for promotion and tenure.

VI.B.1. Feedback shall be included from the department's Promotion and Tenure Committee, which shall serve the evaluation committee for the year in which the third-year review is conducted. These reviews are mentoring opportunities during which the department/unit's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations.

VI.B.2. The faculty member shall meet with the department chair to discuss the report.

VI.B.3. Progress to Tenure Reports shall be included in the tenure binder.

VI.B.4. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

VI.C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.

Peer involvement in evaluation of promotion and tenure of faculty follows the college policy on promotion and tenure.

VI.C.1 Procedure

VI.C.1.1. In each academic year, the CEE Department Promotion and Tenure (P&T) Committee shall be constituted and function in accordance with "Criteria and Procedures" established by the College P&T regulations and the pertinent university's P&T regulations.

VI.C.1.2. The CEE Department P&T Committee shall hold at least one meeting per semester, and the Chair of that committee shall present at least one report per year at a CEE Department meeting.

VI.C.2. Faculty Evaluation File

VI.C.2.1. Each faculty member has a faculty evaluation file containing: Assignments of Responsibilities, annual faculty self-evaluation reports, annual faculty evaluation summary documents, and annual letters pertaining to progress toward Promotion and/or Tenure.

VI.C.2.1. Additional material, such as student and/or peer evaluations of teaching, book reviews, and unsolicited, signed letters pertaining to teaching, research, or service, may also be included.

VI.C.3. Recommendation for Promotion and/or Tenure

VI.C.3.1. The P&T committee conducts an annual review of all faculty members eligible for promotion and/or tenure the following year and makes a preliminary determination, based on the material in the evaluation file, as to

whether the candidate has met the university, college, and department standards for promotion and/or tenure.

VI.C.3.2. The candidate is informed in writing of the results of this preliminary review. The candidate may withdraw from consideration within five working days of receipt of this notification.

VI.C.3.3. If the candidate does not withdraw from consideration, the requisite letters from outside sources (if applicable) will be sought at this time, and a binder will be prepared.

VI.C.3.4. Matters then proceed in accordance with the faculty handbooks and the annual promotion and tenure memorandum from the appropriate administrative office at the respective university.

VI.C.3.5. Faculty members being appraised for promotion and/or tenure are kept informed at each step in the process and may withdraw from consideration at any level in accordance with university policy and procedure.

VI.D. Criteria for Promotion and Tenure of Tenure-track Faculty. Department criteria for promotion and tenure of tenure-track faculty follow the college policy on promotion and tenure. Promotion to the subsequent rank hinges on sustained, meritorious performance in instruction, research and scholarly activity, and service, demonstrating impact beyond minimal expectations, documented through an annual evaluation file and dossier, with criteria aligning with college/department standards. Criteria for Promotion to the next rank shall include the following.

VI.D.1. Research: In the area of research, scholarly publication of refereed articles and awards of significant funding (sufficient to support graduate students and to conduct research) ordinarily will be considered adequate for promotion to associate professor and tenure. Faculty members should be the corresponding or lead author on a significant number of their publications. All articles and books that are presented as evidence of research must be substantial contributions, published in reputable journals or by reputable publishers (i.e., journals rated by the ISI, journals with higher impact factors, and journals with high ratings within the field of study). Consideration of the number of citations of faculty authored publications also will be utilized in assessment of the quality of the work. These documents will be evaluated by the Department with the help of external referees selected by the candidate and the Department Chair.

The Department will recommend promotion of candidates who bring a “recognized standing in the discipline and profession” that will benefit the long-term development of the Department. In light of this, the independence of a candidate's work in a clearly defined area is as important as the quantity of publications. Evaluation of grant activity and student supervision will emphasize the contributions to the independent establishment of a research program in the

Department (e.g., PI vs. co-PI) and its impact on the graduate program with more emphasis placed on the PhD. Program.

VI.D.2. Teaching: In the area of teaching, evaluation of course binders, student assessment, and faculty assessment of the courses will be considered. Faculty must meet minimum teaching objectives, including reasonable student assessment scores. Those with consistently poor teaching evaluations will in general not be recommended for promotion. However, provision can be made for those showing significant yearly improvements in their teaching.

VI.D.3. Service: For promotion to full professor, faculty members must show sustained unselfish contributions to departmental welfare and improvement through leadership and initiative in service to the Department, College, universities, and profession. Collegiality is expected of all faculty and will be considered in promotion and tenure decisions.

VI.D.4. For promotion to full professor, continued publication, significant graduate student supervision (including doctoral graduate students in the Department), and active involvement in external funding is required. Faculty should attain national and international recognition for sustained and substantial contributions to their fields of research.

VI.E. Criteria for Promotion of Specialized Faculty. Department criteria for promotion of specialized faculty follow the college policy on promotion and tenure.

VI.E.1. Specialized faculty will be assessed for promotion in accord with their annual evaluations, as reflected in their Annual Letters pertaining to Progress toward Promotion.

VI.E.2. These evaluations, in turn, depend upon their weighted performances in their areas of responsibility (as per their annual assignments). Duties for a specialized faculty member will reflect their specialized teaching or research role in the department, as indicated by their Assignment of Responsibilities and governed by the Collective Bargaining Agreement of their respective university.

VI.E.3. A record of excellence over a period of years that accords with the policies of the College of Engineering and the University is necessary for promotion.

VI.E.4. For Teaching Faculty, promotion hinges on sustained, meritorious performance in instruction, professional development/scholarship (including pedagogical research), and service, demonstrating impact beyond minimal expectations, documented through an annual evaluation file and dossier, with criteria aligning with college/department standards. Criteria for Promotion to the next rank shall include:

1. Instructional Achievement: Consistently superior performance in teaching, curriculum development, and mentorship;
2. Professional Achievement: Sustained scholarship, creative work, or significant contributions to one's field, including pedagogical research.
3. University and Community Service: Demonstrable commitment and significant contributions to the department, college, university, and the wider community.

Appendices

Appendix 1: COE Criteria for Evaluation on Promotion & Tenure

Appendix 2: Bylaws of the FAMU-FSU College of Engineering

CEE Bylaws Appendix 1



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY COLLEGE OF ENGINEERING

Criteria for Evaluation on Promotion and Tenure

April 2017

I. Introduction

The criteria on promotion and tenure of the FAMU-FSU College of Engineering is subject to the policies of the two parent universities and the Board of Governors of the State University System of Florida through the Joint Management Council of the College. The official statements of University policy on promotion and tenure criteria may be found in the current respective faculty handbooks. In summary, promotion and tenure are "based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession." The present document provides additional guidance to candidates for the criteria of promotion and tenure within the FAMU-FSU College of Engineering. Each faculty member shall have an equitable assignment of duties that provides opportunities in relation to other faculty members in the college so that he/she may meet required criteria for promotion and tenure. These assignments, signed by the faculty member and the department chair, shall be prepared prior to the start of each academic year. Evaluations, based on the written assignments, must be made for each faculty member by the department chair at the end of each academic year, involving departmental P&T committees as required.

II. Criteria for Initial Appointment, Promotion, and Tenure

1. The criteria for initial appointment, promotion, and tenure shall be identical for all faculty, independent of the university in which they hold their "primary" appointment.
2. In general, promotion to a given rank shall be justified by the faculty member's increased skills in the performance of duties, increased knowledge in the fields of specialty, and increased recognition of the faculty member as an authority in his or her discipline from the current rank.
3. Candidates with sufficient experience on hiring may be appointed at the Associate Professor, or Full Professor level, with or without tenure. Tenure credit can be given if appropriate. In these, and only these, cases a candidate may be brought forward for tenure without promotion at the appropriate time. If this route is chosen, the criteria for tenure will be those appropriate for the current rank. For tenure upon appointment the normal procedures of the college and university for evaluating tenure are followed.

4. Appointment to the rank of assistant professor shall be based on recognition of anticipated competency in teaching, service, and promise of scholarly contributions or accomplishments. The candidate shall hold the highest degree appropriate to his/her field.* The candidate is normally eligible to apply for promotion and tenure after being in rank for five (5) years. In this case, the complete dossier (for dossier substitute binder or e-binder as appropriate) would be submitted at the beginning of the sixth year in rank. Tenure shall not be awarded to assistant professors.
5. Initial appointment, promotion, or the granting of tenure at the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, recognized scholarly or creative accomplishments, and the achievement of national standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.* Candidates for promotion to full professor are normally eligible to apply for promotion after being in rank for four (4) years. In which case, the complete dossier would be submitted at the beginning of the fifth year in rank.
6. Initial appointment, promotion, or the granting of tenure at the rank of professor shall be based on recognition of significant contributions to teaching, service, and scholarly or creative accomplishments of high impact with recognized international standing in the discipline and profession. The candidate shall hold the highest degree appropriate to his/her field.*
7. Candidates seeking promotion and/or tenure must have at least five (5) external reference letters as part of his/her dossier. The candidate and department chair can mutually suggest a pool of qualified external reviewers. However, it is the sole responsibility of the department chair to request reference letters from the external reviewers. Candidates may directly request internal reference letters to be included in his/her dossier as required.

*In rare cases, the candidate may possess professional qualifications in his/her field which could generally be recognized as equivalent to the highest degree appropriate to his/her field.

III. Guidelines with Respect to the Demonstration of the Above Criteria:

1. **Teaching Experience** - All candidates must have demonstrated teaching effectiveness as part of the criteria for promotion and tenure. Effective teaching shall be demonstrated by the following: student evaluations; peer evaluations; curriculum content or course development; and successful direction of graduate and undergraduate students. Additionally the following are valued: teaching awards, introduction of innovative teaching methods, and development of textbooks and other educational products. Creative scholarly activity in education such as publications in educational journals should be considered as contributions

to scholarship and research. Effective participation in assessment and accreditation activities is expected.

- 2. Scholarship and Research** - Usually demonstrated through articles published in nationally recognized refereed journals in the candidate's area of research. Student thesis and dissertations, especially at the PhD level, under direct supervision of the candidate are an important indication of scholarship and research activity. Diligence in seeking and securing external support for research efforts, and the use of these funds to support research students are important metrics. A significant number of archival journal publications of high quality that demonstrate the ability of the candidate to develop a distinct research program are expected. Supporting letters of recommendation must be sought from nationally and internationally recognized faculty in academia from institutions of equal or higher rank. Faculty letter writers should be at higher rank than the candidate, with the full professor level preferred. Well respected industrial or governmental researchers who hold senior technical positions in their organizations can be considered to replace a small fraction (< 40%) of the required academic references.

- 3. Public and University Service** - Participation in the administration of the faculty member's Department through assigned committee tasks, student advising and other duties and activities that support the unique mission of the college. Diversity and inclusion should be a hallmark of faculty interactions. Faculty members are expected to exhibit concern for the good of the Department, College, and the Universities in interacting with students, colleagues and the community. Other evidence of service may consist of student outreach activities, professional outreach activities, participation on university committees, and community service. Activities which help the college strategically, such as those that build on the unique university partnerships built-in to the college, are valued.

Service to the profession that brings recognition to the College is highly valued, especially for promotion to Professor, but should be exhibited by all candidates for promotion and tenure.

- 4. Promotion to Professor** - In addition to the criteria listed above, a person recommended for promotion to full professor must provide evidence that they have achieved the expected distinction as an educator and researcher in an engineering-related field of significance. This includes external recognition of research success in the form of invited presentations at major international conferences and external awards, a significant number of high-quality journal publications, and a sustained record of doctoral student supervision to graduation. Candidates for promotion to professor should have demonstrated leadership ability, success in mentoring junior faculty and students, and service to their department and college. In addition we expect professors to have significant recognized activity in service to their professions, such as chairing conferences and serving in professional societies.

CEE Bylaws Appendix 2

Bylaws of the FAMU-FSU College of Engineering

Record of Substantive Revisions and Amendments to these Bylaws

Original:1986; Old Revisions: 2005, September 2010

These are the bylaws for the FAMU-FSU College of Engineering. These bylaws were last approved on February 2019 by a majority of the applicable voting members of the college and on the respective dates by the universities. FAMU: N/A; FSU Office of Faculty Development and Advancement: June 13, 2022.

Preamble

The FAMU-FSU College of Engineering is a joint school between Florida A&M University and Florida State University. The college is operated under the academic procedures and the management responsibilities in the Memorandum of Agreement (or Joint Management Agreement). The most recent version of the Joint Management Agreement was signed on July 2nd 2018¹. The bylaws of the FAMU-FSU College of Engineering originate with the Joint Management Agreement and the faculty handbook of each university. The bylaws should undergo a review every five years.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all policies found in the constitutions, the BOT-UFF Collective Bargaining Agreements, the faculty handbooks, and the annual Promotion and Tenure (P&T) processes of each university subject to the most recent version of the Joint Management Agreement.¹

B. Bylaws Revision. One quarter of the College Faculty from at least three departments or the Engineering Executive Council may propose revised bylaws or an amendment to the bylaws. Such proposals are to be circulated at least a month in advance before the faculty voting. The revision or amendment becomes part of the bylaws when it is adopted by a majority of the College Faculty. Voting shall be done by electronic means, and reasonable security for anonymity and integrity of the vote must be ensured.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the university Substantive Change Policy as found on the university web sites. FAMU: <https://www.famu.edu/administration/sacs/substantive-change-policy.php>; FSU: <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Engineering shall consist of those persons holding full-time appointments, whether tenure-track or non-tenure track teaching faculty (NTTF), in the College of Engineering, appointed at FAMU or FSU. These members shall be referred to as College Faculty in these bylaws.

¹ Updates to the Joint Management Agreement supersede these bylaws.

Note: This document implements the latest version of the COE Bylaws (without any substantial changes) in the new FSU template and was approved by the Engineering Executive Council on April 13, 2022.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Engineering: part-time faculty, adjunct faculty, temporary faculty, visiting faculty, post-doctoral fellows, research associates, and instructional personnel working toward graduate degrees at FAMU or FSU.

C. Faculty Voting Rights. College Faculty as defined in II.A above are voting members with full voting rights. Others (excluding College Faculty) as defined in II.B above are non-voting members and have no voting rights.

D. Non-faculty Voting Rights. Non-voting members may not serve on college-wide committees except as noted hereinafter.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Engineering shall consist of the College Faculty.
2. Subject to the constitutions of the universities and the regulations of the Boards of Trustees and the State University System of Florida Board of Governors, the College Faculty shall determine the various degrees to be granted, shall establish requirements for those degrees, and shall establish admissions and grading policies. It may act on any academic matter of concern to the college
3. The College Faculty may resolve any issue of general interest to the universities or college and make recommendations to the appropriate officer or body.

B. College Faculty Meetings.

1. **General Faculty Meetings.** General faculty meetings shall be called by the dean at least once per semester. The format will typically be an update on the college progress with opportunity for discussion. A record of the presentation given at a general faculty meeting will be made available afterwards to the faculty.
2. **Special Faculty Meetings.** Special faculty meetings shall be held at the call of the dean on his/her own initiative or on the written request of six members of the College Faculty representing at least two departments.

Normal Order of Business for a special faculty meeting (elements (c), (d) and (g) may be omitted as appropriate):

- (a) Minutes
- (b) Special Orders
- (c) Reports of Standing Committees
- (d) Reports of Special Committees
- (e) Unfinished Business
- (f) New Business
- (g) Announcements

Special faculty meetings shall be conducted in accordance with Robert's Rules of Order, latest Rev., except as otherwise provided in these bylaws.

Minutes of special faculty meetings shall be kept by Secretary of the College who shall be appointed by the dean. The minutes shall be distributed to all members of the College Faculty.

3. **Conduct of Meetings.** The dean of the college shall be the presiding officer at all faculty meetings. In the absence of the dean, a person designated by him/her shall preside.
4. **Quorum.** At any meeting for which at least one week's notice has been given, one-third of the College Faculty shall constitute a quorum; at any meeting called on less than one week's notice, a majority of the College Faculty shall constitute a quorum.
5. **Electronic Voting.** The College Faculty may vote on all matters by electronic means, in such cases reasonable security for anonymity and integrity of the vote must be ensured. If more than six College Faculty members representing at least two departments object to electronic voting, they may request a meeting for a conventional vote. However, if a meeting held between one and three weeks from the request fails to secure a quorum, then electronic voting will be permitted.

C. College Leadership.

Engineering Executive Council

1. **Purpose.** The Engineering Executive Council functions in an advisory capacity to the dean, advising the dean on all aspects of the college. It shall formulate and recommend college-wide academic policy and procedure. Promotion and Tenure Policy changes must be approved by the College Faculty. Based on the council's recommendation and the dean's approval, other policies and procedures will take effect after a one-month review period by the faculty. However, a petition by at least six College Faculty members representing at least two departments can bring any specific policy for voting at a special faculty meeting. The council serves as a nominating committee to provide candidates for

elective faculty senate and university committees at both FAMU and FSU, and for other elective college committees unless otherwise provided for in these bylaws. In consultation with the dean, the council shall establish the agenda for faculty meetings of the college and shall function as liaison between faculty and college administration.

2. **Membership.** The council shall be chaired by the dean, and shall also include the associate deans, assistant dean(s) (ex-officio), department chairs and other ex-officio members designated by the Dean. The record keeper for the council shall be the Executive Assistant to the Dean.
3. **Functions.** Meetings of the council shall be scheduled at the request of the dean. Typically, such meetings will be held every two weeks. Minutes of each meeting are required and shall be distributed to each council member.

D. College Committees.

General. The College of Engineering shall function with the assistance of a number of standing committees. Two of these committees, the College Curriculum Committee and the Promotion and Tenure Committee, are prescribed in the bylaws as they specifically deal with faculty and academic governance.

Other college committees may be established by the dean or associate deans with the approval of the Engineering Executive Council, but to permit flexibility these are not specifically referred to in these bylaws. These committees may include members other than from the College Faculty, such as staff of the college.

Appointment to all standing committees shall be made each academic year by the dean in consultation with the Engineering Executive Council.

It is the responsibility of the committee chair to conduct regular meetings, keep minutes and when necessary prepare a report to be presented to the faculty at a college faculty meeting. The dean or associate deans may be invited to participate in any committee meeting.

Agenda and other special functions for each committee are outlined for each committee.

College Curriculum Committee

1. **Purpose.** The committee will be responsible for reviewing, evaluating, and recommending action on course and curriculum proposals submitted by departments in the College of Engineering. The committee shall:

- Approve new curricula, curricula changes, and degree requirements;
 - Review and recommend for approval new course requests, course change requests, and course terminations;
 - Recommend the creation, revision, and termination of degree programs; and
 - Review, create, and recommend college-wide academic policies and procedures.
2. **Membership.** The committee shall be chaired by the Associate Dean for Student Services and Undergraduate Affairs (SSUA) and shall include a voting faculty representative from each department, appointed in accordance with the department bylaws, or appointed by the department chair if the department bylaws are without direction, and others who are needed for resolution of specific issues. The department may send a substitute voting member if needed. Each department may cast one vote; other members will be non-voting. The Associate Dean for Research and Graduate Studies may serve on the committee as a non-voting member, to provide leadership on academic matters at the graduate level. Administrative support from SSUA will be provided to arrange meetings, gather items for meeting agenda, prepare minutes, and submit forms and requests to the universities on behalf of the committee.
3. **Functions.** Meetings shall be scheduled at the request of the Associate Dean for Student Services and Undergraduate Affairs. Minutes of each meeting are required and shall be distributed to each member.

Promotion and Tenure (P&T) Committee

The composition and function of this committee are described in the college's promotion and tenure policy and criteria. See appendix A on College Procedures for P&T, section II (P&T Committees).

E. Faculty Senators. The Allocation of Engineering representation in the Faculty Senate shall be as follows:

1. The College Faculty shall have the responsibility of electing senators to the University Faculty Senates.
2. The College Faculty shall elect the senators by electronic ballot.
3. The faculty members receiving the most votes will be elected.

F. Unit Reorganization. The procedure that provides for faculty involvement in unit reorganization is contained within the college's policy on reorganization. See appendix B.

IV. Degree Approval

The procedure that describes the process for approving candidates for the degree is contained within the college's policy on degree approval. See appendix C.

V. Departments

Departments may develop their own bylaws provided they are consistent with these bylaws, college and university policies and procedures, the Joint Management Council Agreement, and the applicable components of the faculty handbooks of the two universities.

The members of the College Faculty who are affiliated with each department serve as the voting faculty for that department, although other members of a department may be given limited voting rights by the department's bylaws.

A uniform college process on (1) appointment, (2) terms and limits, (3) reviews, and (4) teaching loads for department chairs is contained within the college's policy on department chairs. See appendix D.

Appendix A



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY COLLEGE OF ENGINEERING

Procedures for Promotion and Tenure

April 2017

I. Introduction:

Contained herein is a description of the procedure for application/nomination and review of candidates for promotion and tenure in the FAMU-FSU College of Engineering (CoE). This procedure is subject to the requirements for promotion and tenure procedure at the two universities and to the policy established by their respective Boards of Trustees, and to the Board of Governors of the State University System of Florida through the Joint Management Council of the College. Unless otherwise specified in these procedures, we revert to the procedures of the university that is, or would be, the tenure home of any candidate for promotion or tenure in the FAMU-FSU College of Engineering. Further information on promotion and tenure procedure is available in the FAMU and FSU Faculty Handbooks.

Each faculty member should be familiar with FAMU-FSU College of Engineering document *Criteria for Evaluation of Faculty for Promotion and Tenure*. The Procedures for Promotion and Tenure document provides a detailed description of the various steps in the process for evaluation of a candidate. These procedures are identical for all faculty of the College and consistent with the general policies of the university in which they hold their primary appointment. Also, unless otherwise constrained by the two universities, the processing of promotion and tenure applications/nominations for faculty holding primary appointments at FAMU and FSU shall be done concurrently.

II. Promotion and Tenure Committees

1. Each department shall have a promotion and tenure committee made up of three to five tenured faculty, elected by the tenured and tenure earning faculty of the department. The committee should elect from within its ranks a chair, who should if possible be a full professor, and will be responsible for reporting committee actions. If a department does not have a sufficient number of qualified faculty, departmental faculty elected to the committee may ask one or more tenured faculty from other CoE departments to serve in order to meet the minimum membership requirement. The term of the departmental committee is one year, although individual members are eligible for reelection.
2. Each year, the faculty of each department shall select, from among the members of the departmental promotion and tenure committee, one representative to serve on the CoE promotion and tenure committee. The term of the COE P&T representative is one year, with possibility of reelection.
3. The CoE shall have a promotion and tenure committee comprised of the representatives elected by each departmental P&T committee and two representatives elected at-large by the college faculty. One at-large representative shall hold a primary appointment at FAMU and the other shall hold a primary appointment at FSU. The procedure for the election of the at-large

representatives shall be by a vote of all regular college faculty from a slate of eligible tenured faculty from all departments. Terms for the at-large candidates shall be one year, with possibility of reelection. Representatives elected to the promotion and tenure committee by the departments are not eligible for election as at-large representatives.

4. The college promotion and tenure committee shall elect from among its members a chair and a representative to each University P&T Committee. Each representative to the University P&T Committee must hold tenure and primary appointment through that university. The chair may, but is not required to, be one of the University P&T Committee representatives.

5. Elections of the departmental and college promotion and tenure committee and its officers shall take place before the end of the spring semester to be consistent with the schedule requirements of the two universities. Where elections are held they should be by secret ballot.

6. Only tenured, full professors who are not a department chair or higher level academic administrator are eligible to serve on department and college committees.

III. College Procedures for Tenure and Promotion

During the spring semester of a given academic year, each faculty member below the rank of tenured full professor should, in consultation with the department chair, or designated advisory committee, be assessed as to his or her readiness for promotion and/or tenure. If the faculty member is viewed to be ready for consideration for promotion and/or tenure, the department chair, in collaboration with the faculty member, should prepare a nomination binder in accordance with university governing regulations. P&T folders will be prepared in the format, and with all the elements required by the appropriate university in which the candidate holds his or her primary appointment. However, the college requires all P&T dossiers to include at least 5 external letters. In supplying the required specific documentation, candidates should carefully consult the College's criteria document, "*Criteria for the Evaluation of Faculty for Promotion and Tenure.*" The failure of the department to recommend promotion or tenure shall not preclude a faculty member from making application or being nominated.

During the fall semester of each academic year, the departmental and college promotion and tenure committees shall do the following:

1. Prepare a schedule of activities related to the college promotion and tenure process that is compatible with the known or expected schedules of the two universities. The college adopts a uniform calendar for all candidates, consistent with the earliest deadlines of either university. Each year the Dean of the College will send a letter to all departments describing any changes to the college processes that result from modifications of the two universities procedures.

2. Upon submission of the completed application/nomination binders, the departmental P&T committee shall carefully consider the accomplishments, performance, and future potential of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend

promotion. A second secret ballot vote for tenure will be taken, if applicable*. The results of these votes shall be recorded in the binder. Each candidate shall be notified in writing of the results of this vote and in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

3. Subsequent to the positive recommendation of the departmental committee, the chair of the departmental promotion and tenure committee shall, in cases involving tenure, hold a meeting of all tenured faculty in the department. A poll of all tenured faculty shall be taken by secret ballot and the results recorded in each candidate's binder. Each candidate shall be notified by the committee chair in writing of the results of this vote and, in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

4. In the case of a negative recommendation for promotion or tenure by the departmental committee, the affected candidate may appeal to the College level, by writing a letter to the chair of the CoE promotion and tenure committee within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the departmental committee. The appeal letter together with the candidate's folder should then be forwarded to the department chair for further action.

5. In the case of a positive action by the department promotion and tenure committee or an appeal by the candidate, the nomination binder/application shall be delivered to the department chair who, after making his/her recommendation, should forward it for consideration to the CoE promotion and tenure committee.

6. The department chair shall write a letter summarizing the case and justification for his or her recommendation on promotion and tenure for each candidate.

7. The CoE promotion and tenure committee shall review the folder of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend promotion. A second secret ballot vote for tenure will be taken, if applicable*. Results of the voting should be recorded in the candidate's binder. The candidate shall be notified of the results of the vote in a letter from the committee chair. In the case of a negative vote, the candidate should discuss with the committee chair the reasons for such a recommendation.

8. In the case of a negative recommendation for promotion or tenure by the college committee, the candidate may write a letter of appeal to the Dean within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the college promotion and tenure committee.

9. In the case of a positive action by the CoE promotion and tenure committee or an appeal by the candidate, the Dean shall review the candidate's folder and provide a letter justifying his/her recommendation according to the requirements established for the two university promotion and tenure committees. The folders are then forwarded to the respective appropriate university level official⁺ for further action.

* Since tenure is not awarded to Assistant Professors, the tenure vote will only be taken after a positive recommendation for promotion unless the candidate already has associate professor or higher status.

⁺ For FAMU, letters should be addressed to the Provost's office. For FSU, the appropriate official is the Vice President for Faculty Development.

Appendix B



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY
COLLEGE OF ENGINEERING

Policy on Unit Reorganization

(Approved by the Executive Council on April 13, 2022)

If there should be any discussion of unit reorganization, individual faculty members of the unit will have the right to participate in said discussion. Any special college committee established for the purpose of unit reorganization shall contain members of the College Faculty with representation from the unit as prescribed in III.D. of the College Bylaws.

Note: This policy describes the procedure for faculty involvement in unit reorganization. (re: CB-III.F.)

Appendix C



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY
COLLEGE OF ENGINEERING

Policy on Degree Approval

(Approved by the Executive Council on April 13, 2022)

College administrators and staff within the Office of the Associate Dean for Student Services and Undergraduate Affairs and the Office of the Senior Associate Dean for Research and Graduate Studies work on behalf of the Dean with the Registrar's Office at both universities and the academic departments of the college as part of the process for approving candidates for the degree. This process also includes performing online graduation certifications through systems at FAMU (iRattler) and FSU (Student Central).

Note: This policy describes the process of approving candidates for the degree. (re: CB-IV.)

Appendix D



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY

COLLEGE OF ENGINEERING

Policy on Department Chairs

(Approved by the Executive Council on April 13, 2022)

1. **Appointment, Terms, and Limits.** The Department Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the department for a four-year term that commences on July 1st. A Chair appointed prior to that time due to vacancy or extenuating circumstances shall have his or her four-year term begin on the following first day of July. Under normal circumstances, the Department Chair will serve for no more than two consecutive terms (a total of eight years). Under extraordinary circumstances, an extension of appointment beyond two terms may occur if so recommended by the faculty of the department and approved by the Dean.
2. **Teaching Load.** The Department Chair shall have a reduced teaching load of typically one or two courses per year based upon allocation of AOR in service as chair and in research.
3. **Review Process.** At the beginning of the fall semester of the fourth year of a Department Chair's first term, the Dean, in consultation with the Chair, shall appoint a Department Chair Review Committee (DCRC) consisting of 4 to 5 tenured members of the department faculty. A Committee Chair should be elected by the members of the DCRC. The Committee should solicit a report from the current Department Chair outlining his/her accomplishments to date and vision for the next four years. Subsequently, the chair will be required to present his or her vision to a meeting of the faculty. The Committee should also request input in writing from all faculty members of the department. Based on this information, the Committee should vote to recommend reappointment (or non-reappointment) of the Department Chair for a second term. This recommendation will be sent to

the Dean for further action. All the above activities should be completed before the end of the fall semester of the fourth year.

Should the DCRC decision be against reappointment, the Committee should advise the incumbent about the negative recommendation. The Committee Chair should invite the incumbent to provide rebuttal and/or more supportive materials for the Committee to consider. The Committee has the discretion to either reconvene the review process if a compelling case is made or forward the negative recommendation to the Dean, with a copy to the incumbent.

4. **Search, Voting for New Chair.** The Dean, in consultation with tenured members of the faculty, shall appoint a Department Chair Search Committee (DCSC) consisting of 4 to 5 tenured members of the department faculty. If the current Chair is in his/her second term, the DCSC is formed at the beginning of the fall semester of the fourth year of a Chair's second term. A Committee Chair should be elected by the members of the DCSC. Once a slate of candidates is identified, the DCSC will review each candidate's application selecting no fewer than two candidates for further consideration if two or more candidates are identified. Internal candidates will be considered and external candidates may be considered with the permission of the Dean. Should there be only one qualified candidate, that candidate shall be selected for potential election by the faculty. Each of these candidates will be asked to present his/her case before a meeting of the entire departmental faculty. This meeting should take place before the end of the fall semester of the same year. The Chair of the DCSC will then call for a vote of the faculty to elect the new Department Chair.

A simple majority of the voting faculty is required for election. If more than two candidates are under consideration and none of the candidates receive a majority vote on the first ballot, then the lowest vote receiving candidate should be dropped from consideration and the faculty should vote again. Should two or more candidates tie with the fewest votes, all such candidates shall be dropped from consideration provided at least two candidates remain on the final ballot. In such case where this is not possible,

subsequent ballot(s) with all candidates shall be taken until such time as a final slate of at least two candidates remain or one candidate receives a simple majority. This process should continue until one candidate receives a simple majority. The DCSC, led by its Chair, should forward the departmental recommendation to the Dean for further action.

Note: This policy describes the appointment conditions and teaching requirements of the department chair; it also identifies faculty involvement in the processes for review, search and selection of the department chair.