December 2, 2019

Re: CBA Bylaw Revisions

I am writing to let you know that no revisions are required to the bylaws of the Department of Electrical and Computer Engineering because the bylaws do not violate the Collective Bargaining Agreement.

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BY-LAWS OF THE

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

FAMU-FSU COLLEGE OF ENGINEERING

Florida A&M University and Florida State University

(Adopted by the Faculty of the Department of Electrical and Computer Engineering,

February 1, 2013)

2/1/2013

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Approved, Chair, Department of Electrical and Computer Engineering   **Date**

2/1/2013

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Approved, Dean, FAMU-FSU College of Engineering   **Date**

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ARTICLE I: NAMES AND ORGANIZATION
I.1. Names
The Department of Electrical and Computer Engineering (which herein after may be referred to as the "Department") is one of five (5) academic departments within the FAMU-FSU College of Engineering (which herein after may be referred to as the "College"), a joint school of engineering between Florida A & M University and Florida State University within the State of Florida State University System.
I.2. Organization
The Department of Electrical and Computer 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.

ARTICLE II: PURPOSE
II.1. Mission
The mission of the Department of Electrical and Computer Engineering is to provide rigorous and fundamentally sound educational programs in Electrical and Computer Engineering at all levels – undergraduate (BS) and graduate (MS and PhD). The Department also seeks to promote the conduct of basic and applied research in forefront areas of electrical and computer engineering.
II.2. Vision
The vision for the future of the Department of Electrical and Computer Engineering as an educational unit is to be recognized as a place of excellence in electrical and computer engineering education, and to attain national research leadership in multiple areas of engineering. To attain this vision, the Department should satisfy its major stakeholders --

students, industrial employers, alumni, departmental faculty, the college, the universities, the community, the Accreditation Board for Engineering and Technology (ABET), and other professional societies.

ARTICLE III: MEMBERSHIP AND JURISDICTION
III.1. Membership
The voting members of this organization shall be all persons who are tenure track and whose Assignment of Responsibilities is at least 50% in this department. FSU – PC faculty shall be eligible to vote only on matters regarding curriculum.
III.2. Jurisdiction
The faculty shall be the basic legislative 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.

ARTICLE IV: DEPARTMENT STRUCTURE
IV.1. Department Chair
The Chair of the Department of Electrical and Computer Engineering shall serve as the chief operating and financial officer of the Department. The Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the Department. The Chair shall serve a term of four years, normally beginning at the start of the academic year (August) of appointment. The appointment can be rescinded by the Dean. Reappointment of the Chair for further terms shall be made at the discretion of the Dean of Engineering with the advice of the faculty. During the final year of the Chair's term of office, all tenure track faculty of the Department shall convene for evaluation of the Chair. They shall provide a written evaluation report to the faculty and Dean.

The duties of the Department Chair shall include:

Administrative

1. Scheduling and presiding over faculty meetings, and setting the agenda for such meetings;
2. Assigning committee membership and chairs;
3. Formulating and approving faculty activity assignments in accordance with established guidelines;
4. Preparation of the annual faculty evaluations, with the advice of the Department Promotion and Tenure Committee;
5. Preparation of promotion and tenure documents for eligible faculty;
6. Coordination of recruitment of new faculty, and hiring of Department staff;
7. Assignment and maintenance of office, conference, and laboratory space, allocated to the ECE Department, in the College of Engineering buildings, and assignment of departmental equipment;
8. Supervision of office and other support staff, delegation of said supervision, and determination of assigned duties of office and support staff;
9. Assure Department compliance with the safety and environmental regulations of the Universities;
10. Fundraising and public relations for the Department;

11. Service on the College of Engineering Executive Council;

12. Appointment of a faculty member to represent the Chair at meetings or other functions in the Chair's absence;

13. Coordinating any Department reorganization;

14. Coordinating the development of new programs;

15. Other duties as assigned by the Dean.

Academic

1. Responsibility for upholding the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;

2. Scheduling of courses and assignment of teaching responsibilities;

3. Coordination of actions for all accreditation or other reviews of the Department's operations;

4. Certification of the academic credentials of all graduates from the Department;

5. Assignment of teaching assistants to the Department's courses.

Financial

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

2. Overseeing 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. Recommendation to the Dean of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

IV.2. Department Committees

The Department shall have three standing committees: Undergraduate Committee, Graduate Committee, and Promotion and Tenure Committee. *Ad hoc* committees shall be formed by the Chair as deemed necessary, or at the request of at least three tenured faculty members.

General Committee Framework

The Undergraduate and Graduate Committees are responsible for planning, maintaining, and reviewing the Department's curriculum content in accordance with the perceived demands of its stakeholders.

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. The undergraduate Committee shall consist of at least five members of the faculty. All recommendations for changes in the undergraduate curriculum shall originate in this committee.

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 Chair of the Graduate Committee shall be appointed by the Department Chair, for a one-year term. The Graduate Committee shall consist of at least three members of the graduate faculty. All recommendations for changes in the graduate curriculum shall originate in this committee.

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 non-tenured faculty, these recommendations shall include comments regarding appropriate progress towards tenure. 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. This committee shall also periodically review the Department's promotion and tenure policies to ensure compliance with College and University regulations and make recommendations to the faculty for changes deemed necessary. 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.

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.

ARTICLE V: MEETINGS

V.1. Faculty Meetings

Meetings

The faculty of the Department shall meet in regular session once each month during the 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 tenured 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.

Quorum and Voting

At any duly called faculty meeting, one-half (50% or greater) of the total voting membership of the faculty shall be physically present 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. In the case of a secret ballot, voting, by all faculty members whether present or not, is allowed up to 24 hours after the meeting minutes have been posted.

Meeting Agenda and Conduct

The order of business at each faculty meeting shall be:

1. Call to order.
2. Approval of the minutes from the last meeting.
3. Announcements by the Chair.
4. Reports of the standing committees.
5. Reports of *Ad Hoc* committees.
6. Unfinished business.
7. New business.
8. Announcement of the date and time of the next faculty meeting.
9. Adjournment.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by in these By-Laws.

V.1. Committee Meetings

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 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.

Quorum and Voting

At any duly called committee meeting, a simple majority of the total voting membership of the committee shall be physically present 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.

ARTICLE VI: AMENDMENTS TO THE BY-LAWS

VI.1. Procedure

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 by e-mail; (2) read at the next faculty meeting immediately following distribution to the faculty; and, (3) voted upon by secret ballot.

VI.2. Quorum and Voting

A super-majority of two-thirds (2/3) of the faculty shall be present physically or via teleconference at any faculty meeting at which any amendment(s) to the By-Laws may be considered to constitute a quorum. A two-thirds (2/3) majority vote of all faculty members whether present or not via secret ballot shall be required to amend the By-Laws.

ARTICLE VII: EVALUATION OF FACULTY MEMBERS

The Department of Electrical and Computer Engineering (ECE) believes that a review of faculty performance and guidance in setting performance goals are two critical activities necessary to a well-functioning department. This document expresses the will of the ECE faculty. These documents enumerate the policies, evaluation criteria and review procedures that are followed in performing faculty evaluations. All are consistent with University policy.

VII.1 Policies related to evaluation procedures

1.1   Each faculty member of the ECE Department has the opportunity to allocate his/her efforts among three areas; teaching, research and service in accordance with his/her career development goals for each calendar year. Allocations are subject to some overall constraints in the proportion of time allocated to these respective activities. The faculty effort commitment described in this section is to be reported in the faculty Assignment of Responsibilities (AOR) Forms at the two Universities. A fully-obligated faculty member (1.0 FTE) should be involved in an appropriate level of research and service, plus three courses per year. The baseline distribution of activities is:

Baseline Assignment of Responsibilities Using the 12 Hour Rule (12 hours = 100% effort)

Semester 1 or 2

Course 1	3 hours (0.25 FTE)
Course 2	3 hours (0.25 FTE)
Other Teaching/Advising	2 hours (0.17 FTE)
Professional & University Service	1 hour (0.08 FTE)
Research & Scholarly Activity	3 hours (0.25 FTE)

Semester 2 or 1

Course 1	3 hours (0.25 FTE)
Other Teaching/Advising	2 hours (0.17 FTE)
Professional & University Service	1 hour (0.08 FTE)
Research & Scholarly Activity	6 hours (0.50 FTE)

The baseline AOR implies that each faculty member will be engaged in research and scholarly activity. If a faculty member chooses to focus his or her efforts primarily on teaching, the normal teaching obligation becomes four or more courses per year. If a faculty member is heavily committed to research and chooses to teach a reduced course load (i.e., less than three courses per year), 0.15 of their academic salary must be returned to ECE as Salary Release Funds (SRF) for each course and their FTE teaching obligation is to be redistributed to research. Faculty members are normally expected to teach at least one course per academic year. ECE will use the SRF to hire classroom replacements.

1.2   Teaching responsibilities include published syllabi, regular office hours and, of course, classroom and laboratory instruction. Other teaching and advising responsibilities include senior design, and undergraduate and graduate student advising. Research and scholarly activity should result in journal articles, refereed

conference proceedings, book chapters, patents, or other refereed forums annually. Proposals must be submitted, and work on external funding must be completed. For service, faculty must participate in the academic life of the College and Universities and also play an active role in professional organizations at the national level (e.g., reviewing articles and proposals; serving on technical, conference, and editorial committees; and editing archival publications). If the level of output from research and scholarly activity is deemed inadequate to comprise that portion of FTE, additional teaching (up to a full 6 3-credit hour courses) and service responsibilities will be assigned.

1.3   Under the policies of both Universities, faculty members are given the opportunity to engage in activities that will produce extra income. It is expected that all faculty members scrupulously follow the stated University procedures governing such activities. These activities can be beneficial to professional development and academic performance; these activities are evaluated as service.

1.4   The evaluation of faculty is recognized as a critical activity in the development of a highly ranked ECE department. Each faculty member is committed to providing the necessary information to permit evaluation of his/her activities, and the Chair commits to the effort required to carefully evaluate this information. Each faculty member will be evaluated on merit regardless of the term of his/her employment within the department. The evaluation will reflect all academic production during the evaluation period – normally the calendar year, unless otherwise specified by the Universities.

1.5   Evaluation of faculty members on sabbatical or leave of absence is based upon: (a) the level of success in accomplishing the objectives as described in the original leave application; and (b) the performance for the year prior to his/her leave.

VII.2 Evaluation Criteria

2.1 Teaching – Each review and evaluation will include an assessment of teaching, considering quality, effectiveness, and academic student advising. Input data and information for this assessment should include the following:

2.1.1 Student evaluations – The department will compile the evaluation data, and review and interpret the results considering such variables as class size, course level, grade distribution, and the nature of the course (e.g., core courses, elective courses and lecture vis-à-vis laboratory format).

2.1.2 Student advising – The evaluation of the quality and effectiveness of a faculty member in student advising is divided into graduate and undergraduate student advising, and includes factors such as projects supervised, student publications assisted, degrees completed, and participation in Senior Design projects.

2.1.3 Course development – The introduction of new courses, the development of new materials for existing courses, and the development of new teaching methods are necessary academic pursuits that will be considered in this appraisal. Attention is given to computer applications, improved teaching methods, and design practices.

2.1.4. Personal professional development – Faculty are encouraged to participate in seminars and conferences for the purpose of improving their teaching effectiveness.

2.1.5 Peer evaluation – University procedures will be followed, and the outcomes used as a part of the evaluation process.

2.1.6 Outstanding efforts – Faculty members that receive regional, national and/or international recognition as a meritorious educator will receive appropriate recognition on the evaluation. Recognition of student awards (e.g. a Ph.D. dissertation award) that have a considerable attribution to a faculty member will be considered.

2.2 Research – Each review and evaluation will include a critical assessment of the individual's research activities in terms of quality, quantity, and significance. Input data and information for this assessment is gathered from:

2.2.1 Graduate student research supervision – Faculty members are expected to supervise graduate students in thesis and dissertation research. This effort is evaluated in terms of theses and dissertations completed and active committee participation.

2.2.2 Publication of research results – The publications authored by the faculty member are used for documenting the faculty's research results. These works should include archival publications; books, chapters in books, refereed journals, refereed conferences, patents applied for and received, and contract research reports. Authorship is taken to mean that the individual played an active role in developing and finalizing the publication. Value for each publication is commensurate with the outlet's external recognition. The department is seeking to increase its profile in the community, and so each faculty member is encouraged to publish in the best journals available in his or her research area.

2.2.3 External support – The activity of the faculty member is measured in obtaining external support for research activities, facilities and capabilities. While proposal preparation and submittal is considered as evidence of an attempt to secure funded research, securing the external funding is the primary mechanism for evaluation purposes. Funded research is evaluated considering graduate student support, faculty member release time funded, and the degree of improvement of research facilities and capabilities within the Department.

2.2.4 Special grants – Writing proposals to seek funding external to the Department, but from within the Universities, is recognized.

2.2.5 Outstanding effort – Research activities of a faculty member that receive external recognition is recognized.

2.3 Professional and University Service – Each review and evaluation will include a critical assessment of the quality and quantity of the faculty member's contributions in professional and university service. Input data and information is from:

2.3.1 Service as faculty advisor – This includes service as faculty advisor to student professional and honor societies.

2.3.2 Professional organizations – Participation in professional societies that seek to advance a faculty's particular area of expertise is encouraged and recognized. Participation in one or more societies as a member is a nominal performance. Service in a professional society at the local, regional, or highest levels is considered. Serving as an

editor or associate editor of professionally recognized journals and on technical conference committees is especially encouraged.

2.3.3 Continuing education – Teaching of continuing education classes or programs is encouraged and evaluated as the faculty member's contribution in the area of service. The teaching or participation in local, regional, and national workshops, seminars, and tutorial efforts is considered as a continuing education effort.

2.3.4 University and ECE service – This includes participation on committees, councils, and special assignments within the Department, College or University. Nominal performance is considered to involve at least one committee assignment each year. Performance as chair of committees, or additional task force studies within the College or University, or service on one of the University councils, is recognized.

2.3.5 Program Development – Faculty member activities in the area of development are encouraged. These activities involve programs that will increase student enrollments; result in gifts to the Department and College by private individuals and agencies; and other such developmental activities.

2.3.6. Government service – Activities include service: (a) on local, regional, or national advisory or regulatory boards where participation in such activities clearly is a credit to the University and ECE, and (b) to a local governmental unit in solving a problem that is beyond the usual commitments of classroom teaching or funded research.

2.3.7 Mentoring – The Department believes that professional mentoring of junior faculty is a part of our duties, and so this aspect of professional life is evaluated and encouraged.

3.0 Annual Merit Review

3.1 Any merit raise provided by the Universities will use the last completed annual merit review.

3.2 All faculty members should update the FAS (Faculty Activity Summary) forms by January 31 to reflect all of their accomplishments during the previous calendar year. This document is the primary form of documentation for evaluating the teaching, research and service performance. Each faculty member may provide any other pertinent and supplementary materials to the Department at that time. Each faculty member will also need to provide a written statement of his/her planned activities for the current calendar year to the Chair.

3.3 A preliminary evaluation, completed by the Chair, will be returned to the faculty member.

3.4 Faculty members will normally be given interviews so that the faculty member can discuss with the Chair his/her accomplishments for the previous calendar year, the preliminary evaluation of those activities, and the plan for the current year.

3.5 Should there be disagreement about a faculty member's final performance evaluation, the faculty member will have a period of five working days in which to submit further input and/or appeal to the Department's Executive Committee (consisting of the Chair and Associate Chair of the Department, the Chair of the P&T Committee, and the Graduate Liaison). Faculty are required to sign the evaluation form indicating she/he has reviewed the evaluation. If she/he disagrees with the evaluation, a rebuttal should be attached to the returned forms.

3.6 A Composite Performance Rating (CPR) for overall performance and achievement will be determined for each faculty member. The CPR is based on teaching, research, and service scaled by the percentage effort in each of the respective areas according to the AOR (refer to section 1.1). A moving average of the past 3 years scores may be used as needed (this will be a function of past year's merit raise pools). The intent is to reward sustained faculty achievement.

3.7 The Chair will develop a plan for the merit allocation of the available raise funds based on the CPR. Normally, only 80% of the available merit pool will be used for merit allocation. The Chair reserves the right to allocate up to 20% of the merit pool to ameliorate compression and inversion, and other salary inequities that inevitably occur within the unit.

3.8 All of the materials pertinent to the review of a faculty member will be filed for future reference.

VII.3 Policies

Sponsored Research Incentive Funds (SRI)
Salary Release Funds (SRF)
Teaching Assistantships
Assigned of Responsibilities
Composite Performance Rating

1.0   Sponsored research incentive (SRI) funds

No less than 70% of ECE allocated SRI funds will be returned to the principal investigators. These are distributions made from indirect costs. The total returned amount is determined by the Universities, and the Dean's office.

2.0   Salary release funds (SRF)

The Department shall retain all SRF funds generated as a result of explicit course release to cover the teaching mission of the unit.

3.0   State-funded teaching assistantships

Teaching assistant assignments will be determined by the Chair, based upon recommendations from the Graduate Studies Committee. All appointed teaching assistants will be evaluated by the faculty and the Chair each semester.

4.0   Assignment of Responsibilities

A fully-obligated faculty member (1.0 FTE) is involved in an appropriate level of research and service, plus three courses per year. The following typical distribution of activities would be assumed to be 1.0 FTE:

Suggested Steady State Course Loading (Baseline Loading) Using the 12 Hour Rule

Semester 1	Semester 2
Course 1 — 3 hours	Course 1 — 3 hours
Course 2 — 3 hours	
Other Teaching/Advising — 2 hours	Other Teaching/Advising — 2 hours
Prof & Univ. Service — 1 hour	Prof. & Univ. Service — 1 hour
Research & Scholarly Activity — 3 hours	Research & Scholarly Activity — 6 hours

This model implies that each faculty member will be engaged in research and scholarly activity. This model is assumed to be the "steady state model" or the model for tenured faculty. The model will be adjusted for new faculty during their probationary period. The model can also be adjusted by the Chair for those faculty exclusively involved in teaching, faculty involved in special course or laboratory development, as well as those faculty involved in special Department, College, University, or Professional duties. Continued publishing without generating external funding (or vice versa) over a period of time will result in a normal teaching obligation of four courses per year in the steady state. If a faculty member is heavily committed to research and chooses to teach a reduced course load (i.e., less than three courses per year), the steady state model indicates the portion of academic salary that should be returned to the Department as SRF in order to adequately cover the teaching load. For service, faculty must participate in the academic life of the university and also play an active role in professional organizations at the national level (e.g., reviewing articles and proposals; serving on technical, conference, and editorial committees; and editing archival publications). If faculty's level of output from service, research and scholarly activity is deemed inadequate to comprise the number of hours for Research and Scholarly Activity, additional responsibilities will be assigned. For example, a faculty member with no research and scholarly activity would then teach three courses per semester and perform adequate department service as a 12 hour obligation.

5.0   Composite Performance Rating

Teaching scores are determined from the student evaluations, the class size, the class level, in-class visits, and the grade distribution for the course.

Research scores are determined from external research dollars, publications, graduate students employed, graduate students finished, and University activities that increase the research capabilities of the Department.

Service scores are determined by the extent of Professional service, with basic requirements being active participation in Departmental and College service. The Chair and Associate Chair will have their service evaluated according to their abilities to manage the day-to-day affairs of the Department, and to promote the academic teaching and research missions of the Department.

The Composite Performance Rating will be determined by weighting appropriately the Teaching, Research, and Service scores for the faculty member, according to their distribution of efforts.

6.0 FSU Faculty Annual Evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past year. The evaluator reviews all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. For faculty who are meeting expectations, there are three categories:

- 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 the university.

- 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 service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

- Significantly Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

- Unsatisfactory – 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.

A PIP (Performance Improvement Plan) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations.