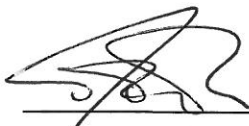


DEPARTMENT OF INDUSTRIAL AND MANUFACTURING ENGINEERING

FAMU-FSU COLLEGE OF ENGINEERING BYLAWS

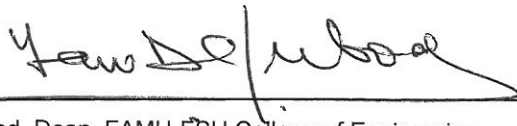
(Adopted by the Faculty of the Department of Industrial & Manufacturing Engineering at the Department General Faculty Meeting held August 29, 2014.)



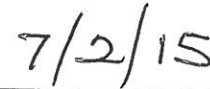
Approved, Chair, Department of Industrial & Manufacturing Engineering



Date



Approved, Dean, FAMU-FSU College of Engineering



Date

Article I. Introduction

- I.1. The Department of Industrial and Manufacturing Engineering (which herein after may be referred to as “IME” or 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 Agricultural & Mechanical University (FAMU) and Florida State University (FSU) (which herein after may be referred to as the “Universities”) within the State University System.
- I.2. The Department of Industrial and Manufacturing 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 Industrial & Manufacturing Engineering is to provide for students a solid industrial engineering curriculum coupled with a strong research program driven by the economic and technologic development needs of society.

II.2. **Vision.** The vision for the future of the Department of Industrial & Manufacturing Engineering as an educational unit is to be recognized as a place of excellence in industrial and manufacturing 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, ABET, Inc., the Southern Association of Colleges and Schools (SACS) and other professional societies.

II.3. These Bylaws are supplementary to official FAMU rules and regulations and official FSU rules and regulations, as they affect the FAMU-FSU College of Engineering and the Department of Industrial and Manufacturing Engineering (IME). These Bylaws also adhere to and are consistent with University policies found in FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter and policies as set out by Florida A&M University.

Article III. Membership and Jurisdiction

III.1. Membership.

Membership in the Department includes:

- Tenure-track Department faculty {faculty members holding tenured or tenure-earning appointments in the Department}.
- Specialized faculty {faculty members receiving their assignments from the Department but whose appointments do not earn credit toward tenure}.
- Affiliated faculty {faculty members holding tenured or tenure-earning appointments in other departments in the University who have been awarded courtesy appointments in the Department; tenure-track faculty at other universities who have been awarded courtesy appointments in the Department; personnel from another institution, e.g., laboratory or industry, whose qualifications would ordinarily qualify them for tenure-track status in the University who have been awarded courtesy appointments in the Department}.
- Administrative and Professional personnel who receive their assignments from the Department.
- University Service Personnel System personnel who receive their assignments from the Department.

III.2. Voting

III.2.1. Only tenure-track Department faculty are eligible to vote in faculty meetings and by proxy.

III.2.2. Specialized Department faculty may vote in meetings of committees on which they serve. They may also vote as members of the Executive

Committee appointed by the Chair for the sole purpose of evaluating other specialized faculty, whenever specialized faculty are being evaluated or considered for promotion.

III.2.3. 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, serious illness, or other reasons certified by the Chair of the Department and consistent with University rules and policies.

III.2.4. Specifically excluded from voting status are persons who hold the ranks of Instructor, Assistant Professor, Associate Professor, and Professor that have the status modifiers Courtesy, Emeritus, 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.

III.3. **Jurisdiction.** The full 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 or reorganization of the department within the guidelines established by the State and the Universities 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

IV.1.1. The Chair of the Department of Industrial & Manufacturing Engineering shall serve as the chief operating and financial officer of the Department.

IV.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.

IV.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 further terms shall be made at the discretion of the Dean of Engineering with the advice of the faculty. Normally, tenure as IME Department Chair shall be limited to two consecutive terms.

IV.1.4. When an IME Department Chair is to be appointed or re-appointed by the Dean of Engineering, each candidate for IME Department Chair appointment shall hold an open discussion meeting with all tenured IME Department faculty members where the candidate will discuss his/her vision and plan of milestones. Minutes from the meeting shall be circulated to all IME Department faculty members.

IV.1.5. When an IME Department Chair is to be appointed or re-appointed by the Dean of Engineering, a special meeting of all tenured faculty may recommend more than one candidate to the Dean of Engineering.

IV.1.6. Duties of the Department Chair shall include:

IV.1.6.1. Administrative

IV.1.6.1.1. Schedule and preside over faculty meetings, and setting the agenda for such meetings;

IV.1.6.1.2. Assign committee membership and chairs;

IV.1.6.1.3. Formulate and approve faculty activity assignments in accordance with established guidelines;

IV.1.6.1.4. Prepare annual faculty evaluations, with the advice of the Department Promotion and Tenure Committee;

IV.1.6.1.5. Prepare promotion and tenure documents for eligible faculty;

IV.1.6.1.6. Coordinate recruitment of new faculty, and hiring of Department staff;

IV.1.6.1.7. Assign and maintain office, conference and laboratory spaces in the College of Engineering buildings;

IV.1.6.1.8. Provide a general report to the faculty on resource allocation once per year to include research laboratory space, tuition waivers and special equipment maintenance;

IV.1.6.1.9. Supervise office and other support staff, delegation of said supervision, and determination of assigned duties of office and support staff;

IV.1.6.1.10. Ensure Department compliance with the safety and environmental regulations of the Universities;

IV.1.6.1.11. Fundraise and public relations for the Department;

IV.1.6.1.12. Serve on the College of Engineering Executive Council;

IV.1.6.1.13. Appoint a faculty member to represent the Chair at meetings or other functions in the Chair's absence;

IV.1.6.1.14. Other duties as assigned by the Dean.

IV.1.6.2. Academic

IV.1.6.2.1. Uphold the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;

IV.1.6.2.2. Schedule courses and assign teaching responsibilities;

IV.1.6.2.3. Coordinate actions for all accreditation or other reviews of the Department's operations;

IV.1.6.2.4. Certify the academic credentials of all graduates from the Department;

IV.1.6.2.5. Assign teaching assistants to the Department's courses.

IV.1.6.3. Financial

IV.1.6.3.1. 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;

IV.1.6.3.2. 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;

IV.1.6.3.3. Recommend to the Dean of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

IV.2. Department Committees

IV.2.1. The Department shall have four standing committees: Undergraduate Committee, Graduate Committee, Promotion and Tenure Committee and Curriculum Committee.

IV.2.2. Ad hoc committees shall be formed by the Chair as deemed necessary, or at the request of at least three tenured faculty members.

IV.2.3. General Committee Framework

IV.2.3.1. Undergraduate Committee

IV.2.3.1.1. The Undergraduate Committee shall consist of at least five members of the faculty.

IV.2.3.1.2. The Chair of the Undergraduate Committee shall be appointed by the Department Chair for a one-year term.

IV.2.3.1.3. 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.

IV.2.3.1.4. The Undergraduate Committee will develop procedures for and implement an undergraduate student performance assessment.

IV.2.3.1.5. This committee will review the IME undergraduate recruiting practices and determine and implement methods for improvement.

IV.2.3.1.6. All recommendations for changes in the undergraduate curriculum shall originate in this committee.

IV.2.3.2. Graduate Committee

- IV.2.3.2.1. The Graduate Committee shall consist of at least three members of the graduate faculty.
- IV.2.3.2.2. The Chair of the Graduate Committee shall be the Director of Graduate Studies as appointed by the Department Chair.
- IV.2.3.2.3. 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.
- IV.2.3.2.4. The Graduate Committee will develop procedures for and implement a graduate student performance assessment.
- IV.2.3.2.5. This committee will review the IME graduate recruiting practices and determine and implement methods for improvement.
- IV.2.3.2.6. All recommendations for changes in the graduate curriculum shall originate in this committee.

IV.2.3.3. Promotion and Tenure Committee

- IV.2.3.3.1. The Promotion and Tenure Committee (where possible) 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.
- IV.2.3.3.2. The Committee will review yearly evidence of performance documents, prepared by all faculty members, and make recommendations to the Chair as part of the annual evaluation procedure.
- IV.2.3.3.3. For specialized (non-tenured) faculty, these recommendations shall include comments regarding appropriate progress towards tenure.
- IV.2.3.3.4. The committee will perform a review of all folders submitted for either promotion or tenure.
- IV.2.3.3.5. 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.

IV.2.3.4. Department Curriculum Committee

- IV.2.3.4.1. The Department Curriculum Committee (DCC) shall be the committee of the Department charged with reviewing and

defining the courses and curriculum of each degree program in the IME Department. By definition, all tenured faculty members shall constitute the DCC. Staff members whose work includes collection or dissemination of outcome assessment data may be invited to attend DCC meetings.

IV.2.3.4.2. The DCC shall hold at least one meeting in each of fall semester and spring semester. Minutes of each DCC meeting shall be circulated to all DCC members.

IV.2.3.4.3. Recommendations from the DCC meetings shall be submitted to the IME Department Chair to consider for implementation. The IME Department Chair shall respond in writing to DCC recommendations within four weeks.

IV.2.3.5. **Ad Hoc Committees**

IV.2.3.5.1. The Chair shall appoint ad hoc committees, including the Chairs of such committees, as required to conduct the business of the Department.

IV.2.3.5.2. 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

V.1.1. At least one regular department meeting shall be held in both in the fall semester and spring semester. A department meeting shall be scheduled within the first six weeks after the start of each semester.

V.1.2. All faculty members are expected to attend all scheduled department meetings.

V.1.3. 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.

V.1.4. Minutes of meetings shall be circulated to all participants.

V.1.5. The Chair shall organize an “IME Department Strategic Planning Retreat” in August of every year prior to the start of the Fall semester. This Retreat shall explicitly deliberate on each degree program (BS, MS, PhD) and corresponding reporting requirements.

V.1.6. 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.

V.1.7. 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.

V.1.8. Quorum and Voting

V.1.8.1. 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.

V.1.8.2. 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.

V.2. Committee Meetings

V.2.1. 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.

V.2.2. 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.

V.2.3. At any duly called committee meeting, one-half (50% or greater) 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.

V.2.4. 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.

Article VI. Amendments to the By-Laws

VI.1. In any academic year, a petition or request signed by two-thirds of all tenured faculty members in the IME Department shall warrant an immediate review of pertinent parts of the Bylaws. 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 the faculty at the next meeting following the meeting of the first reading.

VI.2. A super-majority of two-thirds (2/3) of the faculty shall be physically present 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).

VI.3. Bylaws shall be reviewed at least once every six years by a full meeting of all tenured faculty members, with advice or comments from the Department's Industrial and Manufacturing Engineering Advisory Council and considering recommendations and suggestions from any faculty member.

Article VII. Departmental Procedures

VII.1. Assignment of Faculty Responsibilities

VII.1.1. An annual assignment of responsibilities is required by the universities. These written assignments are developed by the Chair in consultation with the individual concerned, and normally include assignments in teaching, research and service. Evaluation of the faculty member will be made on the basis of these mutually agreed upon assignments.

VII.1.2. Changes in the assigned responsibilities may be made if departmental or university needs arise. Such changes will be made only after consultation and will be made a matter of written record for purposes of evaluation.

VII.1.3. In the interest of quality, whenever possible, faculty members should be assigned courses to teach only in their areas of research specialization or in areas where they have substantial prior experience.

VII.2. Faculty Evaluations

VII.2.1. Faculty Activities Report (FAR)

VII.2.1.1. Each faculty member prepares a FAR by March 1 of each year covering activities in the areas of teaching, research and service undertaken during the preceding calendar year (this calendar year requirement is current university policy and set in the UFF bargaining agreement).

VII.2.1.2. The FAR then is submitted to the Chair for use by him/her and the Faculty Evaluation Committee in performing the annual evaluation.

VII.2.1.3. The Faculty Evaluation Committee as specified in current By-Laws is the Department Promotion and Tenure Committee (P&T Committee).

VII.2.2. Annual Faculty Evaluations

VII.2.2.1. Each faculty member other than the Chair (who is evaluated by the Dean) will be evaluated annually by the Chair, who may be advised in this matter by the P&T Committee (members of the P&T Committee may give advice on other members but not on themselves). Evaluations shall be in accordance with the annual Assignments of Responsibilities of the faculty. The results of this evaluation are used as the basis for merit pay increase, and the Annual Faculty Evaluation Summary. This summary is filled out by the Chair and discussed with the faculty member in accordance with university policy and then submitted to the Dean to be placed in the faculty member's permanent file.

VII.2.2.2. Evaluations will be conducted in March and April, after the submission deadline for the FAR, and will be based upon performance over the prior calendar year (January 1st to December 31st). Research, teaching, 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. Teaching will be evaluated as detailed under Teaching Evaluation. Research will be evaluated in accord with the current standards in the profession. The most weight will be given to refereed articles in reputable journals (i.e., journals rated by the ISI, journals with higher impact factors, and journals with high ratings within the field of study), active funded research projects and supervision of graduate students. Service will be evaluated in accord with the degree and efficacy of its performance.

VII.2.2.3. No evaluation process shall require a forced distribution of evaluation ratings.

VII.2.2.4. FSU faculty performance shall be assessed using the following ratings:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

VII.2.2.5. FAMU faculty performance shall be assessed using similar guidelines, as established by FAMU.

- VII.2.2.6. Criteria and procedures must be detailed sufficiently that any reasonable faculty member can understand what performance is required to earn each performance evaluation rating.
- VII.2.3. Merit Evaluations require that all faculty members shall be reviewed for merit.
 - VII.2.3.1. Meritorious performance is now defined in the collective bargaining agreement as “Performance that meets or exceeds the expectations for the position classification and department/unit.”
 - VII.2.3.2. Merit criteria may not mandate a merit pay award for all members of the department.
 - VII.2.3.3. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.
 - VII.2.3.4. All evaluations must contain a narrative explanation attached to the evaluation summary form.
- VII.2.4. Performance Improvement Plan (PIP) Provisions:
 - VII.2.4.1. A PIP is required when a specialized (non-tenured) faculty member receives a “Does Not Meet FSU’s High Expectations” rating.
 - VII.2.4.2. 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.
 - VII.2.4.3. Refer to Article 10 of the BOT-UFF Collective Bargaining Agreement for additional details regarding the PIP requirements.
- VII.2.5. Teaching Evaluation
 - VII.2.5.1. All specialized faculty members will have their teaching observed each semester by a tenured member of the Department. Tenured faculty can request that their teaching be observed by another tenured faculty member at any time. In cases where there is evidence (such as poor student evaluations) that a tenured faculty member is encountering problems with his/her teaching, the Chair can require that his/her teaching be observed by another tenured member. Specialized (non-tenured) faculty will be observed at the discretion of the Chair with advice from the P&T Committee.
- VII.2.6. In accordance with university policy, any faculty member being observed must be given at least two weeks’ notice of the upcoming observation, and a report of the observation must be submitted to the faculty

member within 10 working days of its occurrence. Performance on teaching will be evaluated annually by the Chair, with the advice of the P&T Committee, based upon reports of such observation, results of student evaluations, and review of course folders including syllabi and teaching materials.

VII.2.6.1. All faculty members are required to prepare course binders (with appropriate assessment documents) for all courses taught in all semesters, including summer.

VII.2.7. Annual Letters pertaining to Progress toward Promotion and/or Tenure

VII.2.7.1. Each April and May, the Chair, in consultation with the P&T Committee, writes letters (which are to be included with the annual evaluation summary) apprising all faculty below the rank of full professor of their progress toward promotion and/or tenure.

VII.2.7.2. In the case of the third year of service of specialized - track assistant professors, a particularly thorough review is conducted.

VII.3. **Teaching Load**

VII.3.1. As a guideline, the IME Department Chair should normally assign a teaching load of:

VII.3.1.1. An average of two to three 3-credit-hour courses per academic year to faculty who currently has substantial research funding;

VII.3.1.2. An average of six to eight 3-credit-hour courses per academic year to faculty who currently has no research funding; and

VII.3.1.3. An equivalent teaching workload to faculty members who have other types of research funding.

VII.4. **Supplemental Summer Appointments**

VII.4.1. The Chair shall be responsible for making supplemental summer appointments.

VII.4.2. In accordance with university policy, during February or March, the Chair will request each member of the Department to state in writing whether the member is interested in receiving a supplemental summer appointment to teach courses recommended by the Department.

VII.4.3. Insofar as financial resources allow, the Chair will endeavor to ensure that as many faculty as possible teach summer courses. This is subject to the following ordered proviso: priority will be given to assistant professors without external funding or other summer support, faculty who requested supplemental summer assignments in previous years but did not receive one in any of those years (the greater the number of years, the higher the priority), and faculty who do not have other research or funding sources for the summer.

VII.5. **Academic Policies.** With respect to such matters as grading practices, posting and keeping of office hours, and the University Honor Code, etc., the Department follows those procedures as stated in the faculty handbooks and as required by the College of Engineering.

VII.6. **Faculty Senators.** The Department will participate in the election of faculty senate candidates through the College of Engineering procedure.

VII.7. **Hiring**

VII.7.1. 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.

VII.7.2. New tenured-earning faculty appointments should be preceded by a nationally advertised open search for candidates.

VII.7.3. 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.

VII.7.4. 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 who 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.

VII.7.5. 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 are 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).

VII.7.6. Specialized faculty, however, shall be given the opportunity to express their views at Department meetings at which such candidates are discussed.

VII.8. **Graduate Admissions.**

VII.8.1. The graduate committee provides rankings of the graduate student applicants to the Chair.

VII.8.2. The Chair is then 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.

VII.9. **Student Participation**

VII.9.1. There are four student organizations (Graduate Student Advisory Council, the Institute for Industrial Engineers (IIE) chapter #955, the Society

of Manufacturing Engineers (SME), Chapter #S356, and the Society for the Advancement of Materials and Process Engineering (SAMPE)), the presidents of which are selected by departmental students in a manner determined by the organizations.

VII.9.2. The president of the Graduate Student Advisory Council is charged with soliciting, and conveying to the Chair, the views of the graduate students on departmental issues of concern to them.

VII.9.3. At the discretion of the Chair, the president of the graduate student association may be invited to attend (a) certain department meetings (or parts of them) and (b) certain interviews of potential hires.

VII.10. Procedures for TA selection

VII.10.1. All doctoral students in the Department are required to perform significant TA duties at least one time during their studies. It is recommended that second year or higher students be assigned to this duty.

VII.10.2. Assignments will be made by the Chair based upon recommendations from the graduate committee and the availability of funds.

VII.11. Governance Transparency

VII.12. IME Department Chair shall give a general report on resource allocation once per year.

VII.13. This report shall cover research laboratory space, tuition waivers, and special equipment maintenance.

VII.14. The objective of this governance transparency requirement is to enable faculty to do their own planning in a manner that is realistic.

Article VIII. Criteria for Promotion and Tenure

VIII.1. Procedure

VIII.1.1. In each academic year, the IME 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.

VIII.1.2. The IME 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 an IME Department meeting.

VIII.1.3. Termination of the appointment of a tenure-earning faculty member shall be preceded by a committee evaluation of the faculty member's pertinent performance, if requested by the affected faculty member.

VIII.1.4. The faculty member has the right to appeal termination.

VIII.2. Faculty Evaluation File

VIII.2.1. Each faculty member has a faculty evaluation file containing: Assignments of Responsibilities, Faculty Activities Reports, Annual Faculty Evaluation Summaries, and Annual Letters pertaining to progress toward Promotion and/or Tenure.

VIII.2.2. 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.

VIII.3. **Recommendation for Promotion and/or Tenure**

VIII.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.

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

VIII.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.

VIII.3.4. Matters then proceed in accord with the faculty handbooks and the annual promotion and tenure memorandum from the deans of the faculties.

VIII.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.

VIII.4. **Criteria**

VIII.4.1. Department criteria shall meet or exceed all relevant College of Engineering and appropriate university requirements.

VIII.4.2. **Ranked Faculty**

VIII.4.2.1. Research: In the area of research, scholarly publication of at least two accepted refereed articles per year for all years in the Department, and awards of significant federal 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. Faculty candidates are expected to perform above departmental averages in publication activity and graduate student supervision. 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 on its impact on the graduate program (e.g., PhD vs. MS).

VIII.4.2.2. 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.

VIII.4.2.3. Service: In the area of service, duties for an specialized faculty member ideally should be kept to a minimum, but any duties or offices that are undertaken will certainly be given due weight in promotion and tenure considerations. 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.

VIII.4.2.4. 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.

VIII.4.3. Specialized Faculty

VIII.4.3.1. Specialized faculty will be assessed for promotion in accord with their annual evaluations, as reflected in their Annual Letters pertaining to Progress toward Promotion.

VIII.4.3.2. These evaluations, in turn, depend upon their weighted performances in their areas of responsibility (as per their annual assignments).

VIII.4.3.3. A record of excellence over a period of years that accords with the policies of the College of Engineering and the University normally suffices for promotion.

Article IX. ABET and Other Accreditation Matters

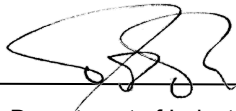
- IX.1. Preparations for ABET and SACS accreditation and other accreditation requirements shall be institutionalized in the form of data collection and evaluation systems.
- IX.2. In each academic year, IME Department Chair shall give at least one report on ABET-related activities and other reporting requirements at the IME Department Strategic Planning Retreat, prior to the fall semester.
- IX.3. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu/sacs>.

AMENDMENT 1

In accordance with Article 15.3(e)(3) of the Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida of September, 2019, the bylaws are hereby amended regarding Criteria for Promotion and Tenure – Progress Towards Tenure.

Criteria for Promotion and Tenure – Progress Towards Tenure

Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review. 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. The faculty member shall meet with the department/unit’s chair to discuss the report. Tenure Review Report(s) shall be included in the tenure binder. 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.



Approved, Chair, Department of Industrial & Manufacturing Engineering

20 November 2019

Date

Approved, Dean, FAMU-FSU College of Engineering

Date