

# BYLAWS OF THE DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING FAMU-FSU COLLEGE OF ENGINEERING

*(Initial draft by MS&E bylaws committee: Murray Gibson, Tarik Dickens, Eric Hellstrom and Theo Siegrist, January 4, 2024)*

*(Revised by the MS&E bylaws committee to incorporate comments from the College's Executive Committee April 30, 2024.)*

*(Approved by the MS&E bylaws committee on May 12, 2024.)*

*(Approved by the College Executive Council at 3:21 PM, July 31, 2024.)*

*(Approved by FSU Office of Faculty Development and Advancement on October 10, 2024)*

DocuSigned by:

*David Lantieri*

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Approved, Chair, Department of Materials Science & Engineering

10/7/2024 | 8:25 AM EDT

Date

Signed by:

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Approved, Dean, FAMU-FSU College of Engineering

9/24/2024 | 3:19 PM EDT

Date

**Record of Substantive Revisions and Amendments to these Bylaws**

*Approved by the College Executive Council on July 31, 2024.*

**Sunset/Renewal Provision**

None at present; subject to review and approval by full faculty of department once fully established and staffed.

These are the bylaws for the Department of Materials Science and Engineering in the FAMU-FSU College of Engineering. These bylaws were last approved on May 12, 2024, by the Bylaws committee of the Department of Materials Science and Engineering and on July 31, 2024, by the Executive Council of the FAMU-FSU College of Engineering.

## **I. Bylaws**

### **A. Adherence with Other Governing Documents**

At all times, department policy shall adhere to and be consistent with the Bylaws and policies of the FAMU-FSU College of Engineering, and in turn consistent with university policies found in the FSU and FAMU Constitutions, the BOT-UFF Collective Bargaining Agreements, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Offices of Faculty Development and Advancement at both universities. Since the College has uniform policies and there may be inconsistencies with one or the other university policies, these are resolved by the Management Council for the College established by the State University System of Florida.

### **B. Bylaws Revision**

These bylaws were drafted for Materials Science and Engineering by an ad hoc committee of COE faculty members who have tenure homes in existing departments in COE and will not have their tenure homes moved to Materials Science and Engineering. The faculty members hired into Materials Science and Engineering may want to modify these bylaws. To modify the MS&E bylaws, the members of the Department of Materials Science and Engineering shall vote to create a committee to suggest modifications to the bylaws that will be voted on by all members of the department who are eligible to vote, as defined in Sections II.C and II.D. A positive vote requires a simple majority of all members of the Department who are eligible to vote.

### **C. Substantive Change Statement**

Faculty and staff members are expected to be familiar with and follow the Florida A&M University Substantive Change Policy as found on the Florida A&M University website (<https://www.famu.edu/administration/sacs/substantive-change-policy.php>) and the Florida State University Substantive Change Policy as found on the Florida State University website (<https://sacs.fsu.edu/substantive-change-policy>).

## **II. Membership and Voting Rights**

### **A. Faculty Membership**

The faculty of the Department of Materials Science and Engineering shall consist of those persons holding full time appointments at the rank of Professor, Associate

Professor, Assistant Professor, Research Faculty (I, II, and III), and Teaching Faculty (I, II, and III).

In addition to tenured and tenure-track faculty in MS&E, there will be faculty members affiliated with MS&E who have their tenure home in another department in COE or other departments at FAMU or FSU. Appointment of such faculty will require faculty approval in a similar manner to hiring new faculty. Affiliated faculty member's role as voting members of the department of Materials Science and Engineering will be determined on a case-by-case basis in consultation with the relevant department chairs and Dean, often during the hiring/appointment process.

### **B. Department Membership**

In addition to the faculty defined in II.A above, the following are members of the Department of Materials Science and Engineering: administrative staff and technical staff.

### **C. Faculty Voting Rights**

Only faculty members defined in Section II.A that have greater than a 50% appointment in the Department have voting rights in the Department, although exceptions may be made with approval of the department faculty.

Voting rights of tenured and tenure track MS&E faculty: Tenured full professors - vote on all department issues. Tenured associate professors - vote on all department issues, except promotion of associate professors to full professors or tenure for untenured full professors. Assistant professors – vote on all department issues, except any promotion and tenure votes for tenure track faculty members.

Voting rights of specialized MS&E faculty members: Teaching faculty – can vote on department issues related to hiring and promotion of teaching faculty and curriculum issues. Research faculty – can vote on department issues related to hiring research faculty and research issues.

Voting rights of affiliated tenured and tenure-track faculty members with tenure homes outside of MS&E: Voting rights for graduate admissions issues, curriculum issues, and the recommendation to the Dean of COE for the appointment of the department chair.

MS&E became a Department in January 2024 with no faculty members. It will take some time for the Department to hire and promote enough members with the requisite ranks to fill all the committee positions in MS&E. Until MS&E can fill its committees with MS&E faculty members, positions and committees in the Department will be filled by affiliated tenured and tenure-track faculty members from other departments. These include the Interim Department Chair, Interim Associate Chair, Interim Chair of the Graduate Affairs Committee, and members of the Promotion and Tenure Committee. All of these are initially appointed by the Dean of COE. Additional affiliated faculty will be selected to serve on the standing and ad hoc committees required to get the Department started and to function before

it can fully staff all its positions and committees. All affiliated faculty members who are in MS&E positions and on MS&E committees because MS&E cannot fill these positions and committees will have voting rights on all issues commensurate with their rank. This arrangement will be terminated when the number of full-time faculty in the department exceeds six, although additional affiliated faculty may be given voting rights by a vote of the full-time faculty.

#### **D. Non-faculty Voting Rights**

Voting rights of non-faculty members: Non-faculty members with greater than a 50% appointment can vote on administrative issues relevant to the department and the recommendation for the appointment of the Department Chair.

### **III. Department Organization and Governance**

#### **A. Faculty Meetings**

Department Chair calling for faculty meetings: The Department Chair can call for MS&E faculty meetings for all voting and non-voting members of the Department. The meetings should be announced at least 5 days before the meeting unless there are extenuating circumstances that require shorter notice for the meeting.

Faculty members calling for a faculty meeting. Three members of the Department faculty can call for a faculty meeting for all voting and non-voting members of the department. The meeting should be announced at least 5 days before the meeting unless there are extenuating circumstances that require a shorter notice for the meeting.

The Department must have at least 3 meetings of the full faculty per semester.

#### **B. Department Chair Selection**

The Department shall make its recommendation for the Department Chair to the Dean based on a vote of all eligible members of the Department listed in Sections II.C and II.D. The Dean shall appoint the Department Chair.

The Department Chair shall be appointed by the Dean for a 4-year term that is renewable for a second term (total of 8 years). The appointment will begin in August at the beginning of the new academic year. If possible, to gain experience of being Department Chair, the new Department Chair should overlap with the existing Department Chair from May through August prior to taking over in August.

#### **C. Department Leadership and Committees**

The Department leadership shall consist of the Department Chair, Associate Chair, and Chair of the Graduate Affairs Committee. These positions are described below.

## **Department Chair**

The selection of the Department Chair is described in Section III.B.

The department chair shall act on behalf of the department in discussions and negotiations with more senior leaders and committees in the college and universities; shall seek to attract and retain outstanding faculty and staff and assure that the department has appropriate strategic plans in the academic and research areas; and shall seek to attract funding for the department's needs.

### **Administrative responsibilities:**

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. Preparing annual faculty evaluations, with the advice of the Department Promotion and Tenure Committee.
5. Preparing promotion and tenure documents for eligible faculty.
6. Coordinating recruitment of new faculty and hiring of Department staff.
7. Assigning and maintaining office, conference, and laboratory space, allocated to the MS&E Department, and assigning departmental equipment.
8. Supervising office and other support staff, delegation of said supervision, and determining assigned duties for office and support staff.
9. Assuring Department compliance with the safety and environmental regulations of the Universities.
10. Fund raising and public relations for the Department.
11. Service on the College of Engineering Executive Council.
12. Appointing 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 responsibilities:**

1. Responsible for upholding the academic quality and cohesiveness of the graduate curricula in consultation with the Graduate Affairs Committee.
2. Scheduling courses and assigning teaching responsibilities.
3. Coordinating actions for all accreditation or other reviews of the Department's operations.
4. Certifying the academic credentials of all graduates from the Department.
5. Identifying and assigning the roles of teaching assistants.

### **Financial responsibilities:**

1. Preparing a Departmental budget request to submit 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. Recommending to the Dean of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

### **Associate Chair**

The Chair of MS&E can appoint an Associate Chair with the approval of the Dean. The associate chair will have a 4-year appointment. The duties of the Associate Chair are to represent and carry out the responsibilities of the Department Chair as needed and to fulfill other responsibilities as assigned by the Department Chair.

### **Chair of the Graduate Affairs Committee**

The Chair of the Graduate Affairs Committee shall serve a 2-year term beginning in August and can be appointed to additional 2-year terms. The appointment of the Chair of the Graduate Affairs Committee is described later in Section III.C. Note: The Chair of the Graduate Affairs Committee is also referred to as the Director of Graduate Studies.

### **Secretary of the MS&E Faculty**

The Secretary of the MS&E Faculty shall be chosen for a term of one year by a majority vote of the faculty at the faculty meeting in April of each year, to begin service the following August. In the event no one volunteers for the vote for this position, the Department Chair shall appoint the Secretary of the Faculty. The Secretary shall be responsible for keeping minutes of the faculty meetings, posting a copy of these minutes on the Department's web site, and maintaining a summary of all actions voted on by the faculty.

### **Department Committees**

The Department shall have the following standing committees: Graduate Affairs Committee, Promotion and Tenure Committee, and Faculty Performance and Evaluation Committee.

Ad hoc committees, including Faculty Recruitment Committees, shall be formed by the Department Chair as deemed necessary, or at the written request of at least 20% of all voting faculty members defined in Sections II.C and II.D.

### **Graduate Affairs Committee**

#### **Composition**

The Graduate Affairs Committee shall consist of three MS&E tenured and/or tenure-track faculty members appointed by the Department Chair for a 2-year term that will begin in August. They can be reappointed. The Committee members shall choose one of the tenured faculty members to serve as Chair of the Graduate Affairs Committee (also called the Director of Graduate Studies). The chair will serve a term of two years and can be reappointed. The Department Chair will review the appointment every year at the beginning of the academic year. (During the period the department faculty remains below six, faculty members of other departments may be included in the graduate affairs committee).

### Committee Responsibilities

#### General responsibilities:

The general responsibilities of the committee are to develop, maintain, and review the MS&E curriculum, recruit and evaluate graduate student applicants, and coordinate the Department's graduate exams.

#### Specific responsibilities:

1. Conduct regular meetings discussing all graduate program-related issues; the Committee Chair shall schedule and preside over all committee meetings but may delegate this duty to another member in his or her absence.
2. Carry out ongoing reviews and modifications of the graduate educational objectives/outcomes, admissions and entrance requirements, Department curriculum, advising procedures, and exams for graduate students.
3. Work with the Graduate Studies Program Administrator to review graduate student application packages and recommend students for admission and for Department financial support.
4. The Committee Chair shall appoint one of the committee members to be responsible for coordinating the annual preliminary exam with the assistance of the Graduate Studies Program Administrator.
5. The Committee Chair will appoint a member of the Committee to plan and implement the Department's graduate advising and recruitment activities in conjunction with the Graduate Studies Program Administrator.

### **Promotion and Tenure Committee**

#### Composition

The Department's Promotion and Tenure Committee shall consist of at least 3 tenured full professors who have doctoral directive status in the Department. The members are appointed by the Department Chair for a term of 1-year, which begins in January so the Committee can follow the entire promotion and tenure cycle. Each member must be able to participate in the full promotion and tenure review process over a given calendar year. The Committee shall select the Chair who will preside over all meetings and represent the Department on the College Promotion



and Tenure Committee. At the request of the Department Chair, sub-committees may be formed for other Promotion and Tenure related matters. During the first years of the department, the Chair may have to rely on affiliated and external faculty to strengthen this and other committees until there is an adequate number of regular full-time faculty.

#### Responsibilities

1. Review and vote on all folders submitted for promotion and/or tenure considerations following appropriate Department, College of Engineering, and University guidelines associated with this process.
2. Upon the request of the Department Chair, form a sub-committee to review and make recommendations on the eligibility of the faculty member being considered for promotion and tenure for the following year.
3. Upon the request of the Department Chair, form a sub-committee to conduct a post-tenure faculty review.
4. Upon the request of the Department Chair, form a sub-committee to review the College and University policies, procedures, and regulations and make recommendations to the Department for changes deemed necessary to keep the Department in line with these policies, procedures, and regulations.

#### **Faculty Performance and Evaluation Committee**

##### Composition

The Faculty Performance Evaluation Committee shall consist of at least three tenured faculty members at the rank of Full Professor who are appointed for two-year terms beginning in August. The Committee will select a Chair who will preside over all meetings. A faculty member who is receiving a Sustained Performance evaluation cannot serve on the Performance Evaluation Committee.

##### Responsibilities

1. Faculty members will send an activity statement and current vita to the committee
2. Based on the current vita and activity statements of faculty members, provide both qualitative and quantitative feedback to the Department Chair for the annual evaluation process, for the annual merit process, and for the sustained performance evaluation.

#### **Ad Hoc Committees**

The Chair shall appoint ad hoc committees, including the Chair of each ad hoc committee, 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 Department Chair and announced to the ad hoc committee when the committee is formed.

#### **D. Faculty Senators**

In the COE, faculty senators are elected college-wide for the FAMU and FSU faculty senates. The individual departments in COE do not elect their own representatives to the two faculty senates.

#### **E. Faculty Recruitment**

The department will follow the COE process to recruit and select faculty members (defined in Section II.A). Details of this process are given in Appendix A.

#### **F. Unit Reorganization**

These bylaws were drafted for Materials Science and Engineering by an ad hoc committee of COE faculty members who have tenure homes in existing departments in COE and will not have their tenure moved to Materials Science and Engineering. These bylaws may be amended by faculty members hired into Materials Science and Engineering at the appropriate transition period. The Department Chair shall appoint an ad hoc committee to suggest modifications to the Department Bylaws. Suggested changes to the Bylaws must be presented at two faculty meetings prior to being voted on. All members of the Department who are eligible to vote, as defined in Sections II.C and II.D may vote on the changes.

A positive vote to modify the Bylaws requires a simple majority of the entire faculty who are eligible to vote, as defined in Sections II.C and II.D.

Until there are an adequate number of faculty hired into the department, the Materials Science Advisory committee, appointed by the Dean, shall approve any needed revisions or updates to the bylaws.

### **IV. Curriculum**

The Curriculum committee will be responsible for developing the MS&E curriculum. Initially the Department will use the curriculum developed for the existing Materials Science and Engineering Program. As faculty members in Materials Science and Engineering are hired, they will develop new core and elective courses within the department. These courses will be reviewed and approved by the Graduate Affairs Committee and presented in a faculty meeting to be voted on by the eligible Department members (Sections II.C and II.D).

### **V. Annual Evaluation of Faculty on Performance and Merit**

The annual evaluation of faculty follows the college's policy, the current version of which is "Policy of Performance Evaluation for Tenure-Line Faculty at the FAMU-FSU College of Engineering" approved by the college faculty 2/8/2019. Each faculty member's

performance will be evaluated in each of the categories according to their Assignment of Responsibilities. The methodology and expectations are uniform for all our faculty. However, the ratings system to document the results of the evaluation is defined by the university that is the holder of a faculty member's tenure line. Here we detail the role of the department in the performance and merit evaluation process.

#### **A. Peer Involvement in Annual Performance and Merit Evaluation**

Faculty input for the annual evaluation and the merit evaluation processes is through the written documentation that each faculty member submits annually to the Faculty Performance Evaluation Committee. This Committee evaluates this information and submits its recommendations to the Department Chair. The Department Chair shall meet individually with each faculty member to review the faculty member's performance before the Department Chair submits the recommendations for the Annual Performance, Merit Evaluation, and/or Sustained Performance to the Dean.

#### **B. Criteria for Evaluation of Tenure-track Faculty**

Research, teaching (including graduate courses and graduate student supervision), and service are interrelated aspects of the duties of a productive faculty member. It is understood that tenure-track or tenured faculty members may place different emphasis on each of these aspects of their activities over the course of their careers. The College's policies and guidelines on promotion and tenure express the requirements and procedures required.

##### **(1) Teaching**

All non-tenured and tenure-track faculty members shall 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 Department Chair can require that his/her teaching be observed by another tenured member. 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 Promotion and Tenure Committee, based upon reports of such observation, results of student evaluations, and review of course folders including syllabi and teaching materials. All faculty members are required to prepare course binders (with appropriate assessment documents) for all courses taught in all semesters, including summer.

##### **(2) Scholarship/Research**

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 (International Scientific Indexing – or

equivalent evaluation such as Scopus), journals with higher impact factors, and journals with high ratings within the field of study), active funded research projects, and financial support and supervision of graduate students.

**(3) Service**

Service will be evaluated in accord with the degree and efficacy of its performance.

**D. Criteria for Evaluation of Specialized Faculty**

The criteria for evaluating teaching, scholarship/research, and service are very similar to those for tenured and tenure-track faculty members as given in Sections V.B.

**(1) Teaching**

This section is relevant for Teaching Faculty members. Teaching Faculty members shall be observed at the discretion of the Chair with advice from the Promotion and Tenure Committee. 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 Promotion and Tenure Committee, based upon reports of such observation, results of student evaluations, and review of course folders including syllabi and teaching materials. All faculty members who teach are required to prepare course binders (with appropriate assessment documents) for all courses taught in all semesters, including summer.

**(2) Scholarship/Research**

This section is relevant for Research Faculty members. 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 (International Scientific Indexing) – or equivalent evaluation such as Scopus), journals with higher impact factors, and journals with high ratings within the field of study), active funded research projects, and financial support and supervision of graduate students.

**(3) Service**

This section is relevant for Teaching and for Research Faculty members. Service will be evaluated in accord with the degree and efficacy of its performance.

**VI. Promotion and Tenure**

**A. Promotion and Tenure for Tenure-Line Faculty**

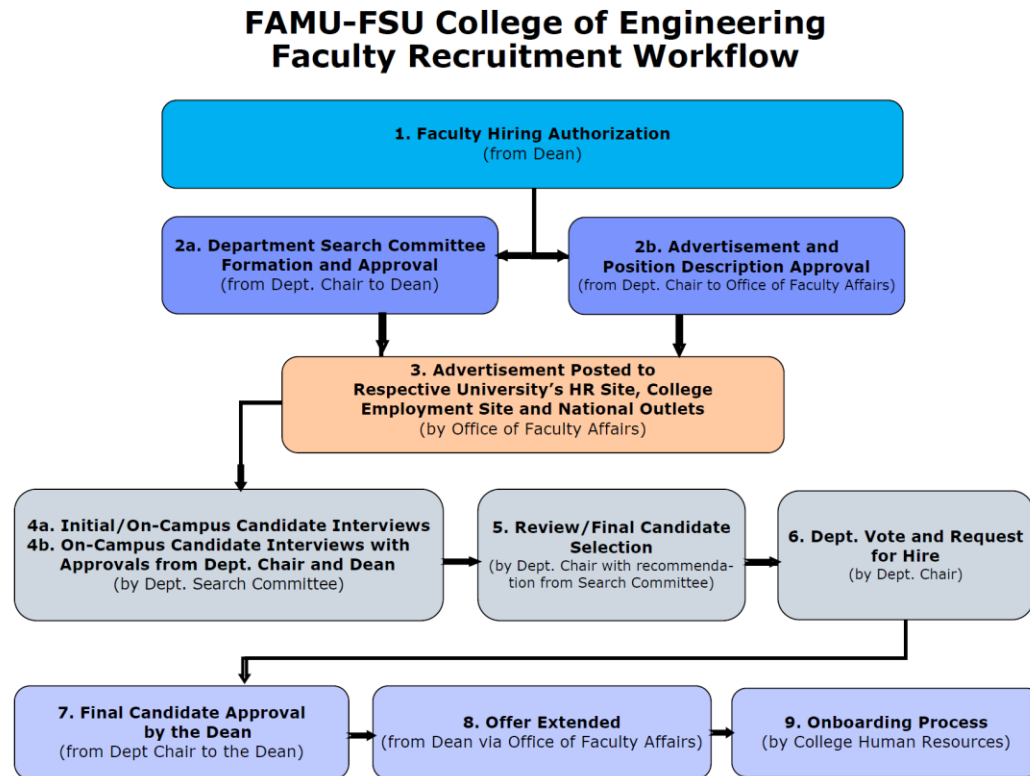
The department follows the policies and procedures for promotion and tenure from the FAMU-FSU College of Engineering:

- Criteria for Evaluation on Promotion and Tenure (April 2017)
- Procedures for Promotion and Tenure (April 2017)

**B. Criteria for Promotion of Specialized Faculty**

The department follows the policies and procedures for promotion of specialized faculty from the FAMU-FSU College of Engineering: “Specialized Faculty Promotion Guidelines” (approved July 21<sup>st</sup>, 2020).

## Appendix A: COE Faculty Recruitment Workflow (Adopted Oct. 25, 2023)



### 1. Faculty Hiring Authorization:

- Department Chair submits the hiring request in writing to the Dean for approval.

### 2a. Department Search Committee Formation and Approval:

- Department Chair sends a list of committee members to the Dean for approval; committee must be diverse and include only one representative from another department.

### 2b. Advertisement/Position Description Approval:

- Department Chair sends the advertisement/position description to the Office of Faculty Affairs for approval.

### 3. Advertisement:

- Office of Faculty Affairs posts the advertisement to the FAMU (for FAMU position) career site or to FSU (for FSU position) job site, college employment website and national outlets.

- Applications are taken via the respective university's job site.

#### **4a. Initial Candidate Interviews:**

- Search Committee conducts candidate reviews and initial interviews via Skype/Zoom.
- Search Committee selects/recommends candidates for campus interviews.

#### **4b. On-Campus Interviews:**

- Search Committee sends application packages of the candidates selected for on-campus interviews to the Department Chair for review and approval.
- Department Chair collects feedback from the Search Committee, provides a detailed summary of the search process that leads to the selection of candidates for campus interviews, and makes recommendations to the Dean; the Dean's approval is required for the selection of candidates for campus interviews.
- Search Committee prepares detailed itineraries for on-campus interviews including candidate presentations and meetings with faculty and the deans.
- Search Committee collects feedback from all stakeholders after the candidates' on-campus visit.

#### **5. Review/Final Candidate Selection by Dept. Chair with Recommendation from Search Committee:**

- Department Chair selects the finalist and sends CV and associated materials for vote for ONLY the finalist to the eligible faculty.

#### **6. Department Vote and Request to Hire:**

- Dept. Chair conducts a faculty vote for the finalist.
- Dept. Chair sends to the Dean a detailed memo summarizing the search process and the qualification of the final candidate, along with department faculty votes, and requests the hire.
- Search Committee/Department Chair conducts **reference check**.

#### **7. Final Candidate Approval by the Dean:**

- Dean, in consultation with Department Chair, accepts the selection of the final candidate.

#### **8. Offer Extended:**

- Dean extends the official offer to the candidate (sent by the Office of Faculty Affairs); candidate accepts.

#### **9. Onboarding Process:**

- College Human Resources requests clearance and background check; verifies education, personnel file and experience; and advises/assists in faculty onboarding process.
- Faculty appointment/job offer is conducted and completed online; courtesy appointment for the joint faculty status should be completed simultaneously. Faculty credentialing, graduate faculty status, graduate teaching status, graduate directive status, whichever applies, should be processed during the onboarding process.