

**Bylaws for the Division of Undergraduate Studies at Florida State University**

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

*Originally approved 12/16/2014; Updated 10/3/2016, 4/20/2022, and 3/6/2025*

*Approved by the Office of Faculty Development and Advancement on 3/12/2025*

**Sunset/Renewal Provision**

This document will be reviewed and renewed at least once every ten years. If it is not reaffirmed or revised within ten years of the latest approval date above, this document will expire in 2035.

These are the bylaws for the Division of Undergraduate Studies at Florida State University. These bylaws were last approved on 03/06/2025 by a majority of the applicable voting members of the Division of Undergraduate Studies and on 03/12/2025 by the Office of Faculty Development and Advancement.

## **Preamble**

The Division of Undergraduate Studies (UGS) operates as the administrative home or “Dean’s Office” for most freshmen and sophomore students until they are formally admitted into their majors. Additionally, the Division provides a wide array of high-quality academic engagement and support services available to all undergraduate students. Although the Division is not a degree-granting college, it does employ a number of specialized faculty eligible for promotion as recommended by the Division.

## **I. Bylaws**

**A. Adherence with Other Governing Documents.** At all times, the policy of the Division of Undergraduate Studies shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**B. Bylaws Revision.** This document and any future amendments to it may be approved by a two-thirds (2/3) majority vote of the faculty provided it has been circulated at least two weeks prior to the meeting at which voting will occur. A quorum (simple majority) of the faculty must be present, and votes will be taken via secret ballot.

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website <https://sacs.fsu.edu/substantive-change-policy/>.

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

**A. Faculty Membership.** The faculty of the Division of Undergraduate Studies shall consist of those persons holding faculty appointments in the Division of Undergraduate Studies with the exception of adjuncts and visiting faculty.

**B. Division Membership.** Not applicable.

**C. Faculty Voting Rights.** Voting members of the faculty in the Division of Undergraduate Studies will include all those defined in II. A above.

**D. Non-faculty Voting Rights.** Not applicable.

### III. Organization and Governance

**A. Faculty Meetings.** The faculty shall meet upon the call of the Dean or by written petition of at least one-third (1/3) of the voting faculty. The Dean shall be the presiding officer. In the Dean's absence, a person designated by the Dean shall preside. A simple majority of the faculty shall constitute a quorum at any meeting.

**B. Dean Selection.** The Provost is responsible for recruitment and selection of the Dean using practices consistent with those established by the Office of Human Resources.

**C. Leadership and Committees.** The Division of Undergraduate Studies is composed of the following leadership positions: 1. Dean of Undergraduate Studies, selected by the Provost to lead the Division; 2. Associate Dean (multiple), selected by the Dean to manage a broad portfolio that supports the overall work of the Division; 3. Assistant Dean (multiple), selected by the Dean to manage a portfolio that supports the overall work of the Division; and 4. Directors (multiple), selected by the Dean or an Assistant or Associate Dean to manage a focused portfolio that supports the work of the Division.

The promotion committee is convened in those years that the Division has one or more candidates seeking promotion through the specialized faculty process. The committee shall be composed of all those faculty who are eligible to vote (see II.C above) and hold a primary appointment with the Division in a specialized faculty II or III position, with the exception of those going up for promotion and those supervising candidates going up for promotion in a given year. The Dean will appoint one of the promotion committee members to serve as the chair. This individual will convene and preside over the meeting and summarize the final recommendation for each candidate in a letter that is included in the promotion portfolio. A majority of the committee shall constitute a quorum at any meeting. Decisions of the committee will be based on a simple majority.

**D. Faculty Senators.** Faculty who would like to serve on the Faculty Senate may put themselves forward for consideration following the procedure outlined in the [Faculty Senate Bylaws](#).

**E. Faculty Recruitment.** The dean or director of each unit in the Division is responsible for faculty recruitment and hiring using practices consistent with those established by the Office of Human Resources. All faculty search committees must include one or more current Division faculty.

**F. Unit Reorganization.** If unit reorganization becomes necessary or desirable within the Division or the University and those changes impact instruction, faculty within the affected unit(s) will have the opportunity to share feedback before such reorganization takes place.

#### **IV. Curriculum**

The Division has several units that employ specialized faculty with teaching responsibilities. Additionally, faculty in the Division develop courses that are designed to support student success and may be taught by non-faculty or faculty employed outside of the Division. The Faculty Senate Honors Program Policy Committee considers curriculum and related policies and procedures for the University's Honors Program and Honors in the Major Program. In all other cases, Division faculty coordinate with the appropriate academic units on the development of courses to support their special programs. Faculty members within each unit shall review and give feedback on newly proposed or significantly revised courses before they are submitted for approval by the University Curriculum Committee or CoreFSU Policy Committee. Based on the recommendations of unit faculty, unit leadership (see III.C above) will initiate the UCC or CoreFSU Policy approval process by following unit procedures for curriculum approval.

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

**A. Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance will be evaluated relative to the faculty member's assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Exceeds Expectations
- Meets Expectations
- Official Concern
- Does Not Meet Expectations

In an instance where a Division faculty member holds a joint appointment in another unit through which promotion and/or tenure is possible, the Dean of Undergraduate Studies or direct supervisor shall evaluate the faculty member only with respect to the faculty member's responsibilities within the Division and will forward this evaluation to the administrator responsible for review of evaluations for that other unit.

Faculty are encouraged to participate in peer teaching observations and may include peer teaching evaluations provided by other Division faculty at the same or higher level (I, II, III) as evidence of performance during the annual evaluation process.

Only those faculty with a performance rating that is at or above "Meets Expectations" during the most recent evaluation period will be eligible for a merit pay increase. Additionally, the Dean will consider the recommendation of the direct supervisor and any stated university-wide eligibility criteria. The amount of any merit pay increase will be based on available funding and an individual's performance rating category.

**B. Criteria for Evaluation of Tenure-track Faculty.** Not applicable.

**C. Criteria for Evaluation of Specialized Faculty.** All faculty members are evaluated annually. The only exceptions are those on personal leave of absence and/or those not being reappointed, whether they have received or are not entitled to receive a notice of non-reappointment. Faculty members receive notification that the annual evaluation will be conducted during the spring semester and are requested to provide evidence of their performance in the form of a memo or report that outlines assigned duties and accomplishments for the preceding calendar year. Supervisors review this evidence of performance memo/report prior to assigning the performance rating on the Annual Faculty Evaluation Summary Form and writing the Annual Evaluation Letter that includes data and/or interpretive comments as appropriate in the evaluation of the faculty member's performance. The evidence of performance memo/report that the faculty member submits to the supervisor shall be included in the faculty member's employment file.

Faculty Performance Evaluations are based on assigned duties and responsibilities (AOR), taking into consideration the nature of the assignments and quality of performance. When evaluating a faculty member's performance, the following elements are considered, if applicable, to the assigned duties and responsibilities:

**1) Teaching.**

- Ability to teach/communicate in an effective manner, both orally and in writing

**2) Scholarship/Research.**

- Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations

**3) Service.**

- Contributions in the area of service to the Division of Undergraduate Studies and the University
- Effectiveness in providing professional services to the programs and students under the purview of the Division of Undergraduate Studies
- Effectiveness in providing professional services to the public and private sectors of the community, state, and nation
- Providing effective service to public and/or private schools
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment

Those faculty reporting directly to the Dean are evaluated by the Dean. Faculty supervised by other unit supervisors are evaluated by their supervisor with the review and approval of the Dean. Faculty members with joint appointments in Undergraduate Studies and another unit will be evaluated according to the terms of the specific appointment but in all cases, the Undergraduate Studies supervisor will evaluate the faculty member's contributions to the Division. The supervisor reviews all documentation/data submitted by each faculty member as well as pertinent information

from other sources as applicable and completes the Annual Evaluation Summary Form indicating one of the four performance rating categories below. For employees who are meeting expectations, there are two categories:

- **Meets Expectations** – This describes an individual who demonstrates the requisite knowledge and skills in the faculty member’s field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- **Exceeds Expectations** – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in several of the following areas: willingness to accept additional responsibilities, leadership/creativity in completing assignments, service and collaboration within and outside the Division, high level of commitment to serving students and the overall mission of the Division, involvement/leadership in the activities of a related professional association, initiative in solving problems or developing new ideas, or overall efficiency and effectiveness.

If an individual’s overall performance rating falls below “Meets Expectations”, specific expectations of the university for improvement should be provided to the employee by the supervisor. 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 the faculty member’s field of specialty but is not completing assigned responsibilities in a manner that is consistent with the expectations of the university.
- **Does Not Meet Expectations** – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in the faculty member’s field of specialty and/or in completing assigned responsibilities.

## **VI. Promotion and Tenure**

Specialized faculty in the Division of Undergraduate Studies are eligible for promotion in accordance with the process outlined by the Office of Faculty Development and Advancement.

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will be notified of their progress toward promotion in the Annual Faculty Evaluation Letter that accompanies the Annual Faculty Evaluation Summary Form.

**B. Third-Year Review for Tenure-track Faculty.** Not applicable.

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

Once a candidate has provided written notice of intent to seek promotion, the Dean will request an updated resume or CV and the names and emails of five (5) eligible peers at FSU who are of a higher rank than the candidate and might be willing to submit a letter documenting peer observation and evaluation.

Teaching faculty peer observation evaluations must be completed within 12 months of portfolio submission. At least one of these must be completed by a level II or III Teaching Faculty member in the Division or an Instructional Specialist II or III in the Division. The other evaluation may be obtained from a Teaching Faculty II or III or tenure-track/tenured faculty member (Associate Professor or Professor) in a relevant outside academic department. Peer observations must be conducted in a manner consistent with the procedures specified in the FSU UFF Collective Bargaining Agreement.

Instructional Specialist peer letters of support must be written within 12 months of portfolio submission. At least one of these must be completed by a level II or III Instructional Specialist in the Division. Other letters may be obtained from Instructional Specialist II or III, from Teaching Faculty II or III, or tenure-track/tenured faculty (Associate Professor or Professor) in a relevant outside academic department.

Research Faculty and Assistant/Associate in Research peer letters of support must be completed within 12 months of portfolio submission. At least one of these must be completed by a level II or III faculty member in the area of Research in the Division of Undergraduate Studies or the Anne Spencer Daves College of Education, Health and Human Sciences. Other evaluation letters may be obtained from Research Faculty/(Senior) Associates in Research or tenure track/tenured faculty members (Associate Professor or Professor) in other relevant outside academic departments.

The Dean will approve the final selection of peer evaluators for each candidate from those confirmed as eligible on the initial list submitted by the candidate. Teaching observations will be arranged by the candidate. All evaluation letters will be submitted directly to the Dean or designee.

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

All tenure-earning and tenured faculty in the division will have a tenure home outside of the Division of Undergraduate Studies.

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

Applicants must submit notice of intent to apply for promotion no later than July 1 prior to the academic year during which they will be considered. This should be done via email to the direct supervisor, who will then confirm eligibility for the promotion process and notify the Dean of Undergraduate Studies of the applicant's intention to submit a promotion portfolio. The Division and the applicant will collaborate on assembling the promotion portfolio per the standards and timeline set forth by the Office of Faculty Development and Advancement.

Promotion from a level I position to a level II position in the specialized faculty ranks is attained through meritorious performance of assigned duties as specified on the AOR during the five years in rank at the level I position. The definition of meritorious performance is an overall rating of "Meets Expectations" or above on all annual evaluations during the time in rank plus evidence of excellence in the areas of teaching, advising, and/or academic support; administration and service; and professional development activities relevant to the AOR as documented in the candidate's promotion portfolio.

Promotion from a level II position to a level III position is attained through superior performance of assigned duties as specified on the AOR during the five years in rank at the level II position. The definition of superior performance is a consistent pattern of overall ratings on the annual evaluation at the "Exceeds Expectations" level and no overall ratings below the level of "Meets Expectations" during the time in rank plus evidence of excellence in the areas of teaching, advising, and/or academic support; administration and service; and professional development activities relevant to the AOR as documented in the candidate's promotion portfolio.

Initial review and recommendation for promotion will be made separately by the Division of Undergraduate Studies promotion committee and the applicant's supervisor. In cases of dual supervision, the primary supervisor's recommendation will be developed in consultation with the secondary supervisor who will be encouraged to submit a separate letter. The Dean will review these recommendations and the applicant's promotion portfolio and, if appropriate, then make the official nomination to the President via the Office of Faculty Development and Advancement for final action. If a promotion is awarded, the title change will become effective on the first day of the next academic year. The standard raise percentage and effective date are subject to administrative decisions and collective bargaining.

Approved By:

Undergraduate Studies Faculty via secret ballot on March 6, 2025



Joe O'Shea, Associate Provost & Dean of Undergraduate Studies