

BYLAWS OF ART EDUCATION  
COLLEGE OF VISUAL ARTS, THEATRE AND DANCE  
THE FLORIDA STATE UNIVERSITY  
2011

Revised January 2013 and Adopted by the Department of Art Education Faculty  
on

January 17, 2013

BYLAWS OF THE DEPARTMENT OF ART EDUCATION: COLLEGE OF VISUAL  
ARTS, THEATRE AND DANCE THE FLORIDA STATE UNIVERSITY:

ARTICLE 1. Purpose, Implementation and Revision

Section 1. Purpose. These bylaws are created to assist the effective, efficient and fair governance of the Department of Art Education, College of Visual Arts, Theatre and Dance, at the Florida State University. They are subject to the higher authority of regulations adopted by the Florida State University, the University Constitution, the Florida Board of Governors, negotiations with UFF, and the statutes adopted by the Florida Legislature.

Section 2. Implementation. These bylaws shall become effective when approved by majority vote of the Faculty of the Department and by the Dean of the College of Visual Arts, Theatre and Dance.

Section 3. Revision. In every year ending in 5 or 0, a special review committee shall review and, if necessary, update these bylaws.

ARTICLE 2. Membership of the Departmental Assembly

Section 1. Membership in the Assembly of the Department of Art Education may include: (a) full time regularly appointed faculty in tenure or tenure-earning positions, and (b) temporary or part-time appointees, including those who serve as teaching or research assistants. All members shall have the privilege of the floor with the right to speak in departmental meetings. Full time regularly appointed faculty in tenure or tenure-earning positions have the right to vote. Temporary or part-time appointees' participation in the Departmental Assembly will occur when agenda items are relevant to their departmental duties.

Section 2. When a Graduate Student Advisory Council is organized to represent the graduate majors in the department, one graduate student in the Department of Art Education shall be chosen by the faculty of the department to participate in deliberations of the Department Assembly, with the right to speak but not to vote. The graduate student advisory council representative's participation in the Departmental Assembly will occur when agenda items are relevant to their interests and educational needs.

Section 3. A Graduate Student in the Department of Art Education may be invited by processes approved by the faculty of the Department to participate in deliberations of the Departmental Assembly with the right to speak but not vote.

ARTICLE 3. Meetings and Powers

Section 1. The Departmental Assembly shall meet in regular session at least twice

per term during the regular academic year, and may meet on special call during the summer. Date and times of meetings shall be established by the Chairperson, and the time designated shall be free from conflicting departmental classes and other activities.

Section 2. Special meetings may be called by the Chairperson, or on written request from three voting members of the Assembly.

Section 3. The Chairperson shall normally preside at meetings of the Assembly. In the absence of the Chairperson, another member designated by the Chairperson shall preside.

Section 4. Agenda. The Chairperson may prepare and distribute to all faculty members and graduate assistants, as well as the graduate and undergraduate representatives, an agenda for each meeting of the Assembly. The agenda will be distributed at least one working day before the meeting. Any faculty member may place an item on the agenda by submitting it forty-eight hours before the meeting. Items may be added to the agenda at the meeting by majority vote.

Section 5. Participation. At any time the Chairperson or the Assembly (by majority vote) may (1) recognize non-members to address the Assembly and/or (2) limit debate to no more than ten minutes per speaker.

Section 6. Quorum. A simple majority of the voting membership of the department will constitute a quorum at any departmental meeting.

Section 7. Voting. The right to vote shall be limited to faculty members in tenured or tenure-earning positions.

Section 8. Majority. A majority vote will consist of a simple majority of the voting membership of the faculty.

Section 9. Authority. The authority of the Department shall reside in its voting membership.

Section 10. Recruitment of New Faculty and Other Professionals. The Chairperson will appoint a faculty member to chair the search committee for any new faculty. The Search Committee Chair should have teaching responsibilities in the programmatic area in which the new faculty member will teach. The committee chair will appoint two other faculty members to serve on the committee. A majority vote of the entire Assembly is required to select the new faculty member or other professional.

Section 11. Development of Programs. When new programmatic areas are proposed by

the faculty, the Chairperson will appoint a faculty member to chair the program development committee. The committee chair will appoint at least two other faculty members to serve on the committee and it will be the aim of the committee to develop a proposal for the new program area. A majority vote of the entire Assembly is required to approve the new program area.

Section 12. Program Review. Each program area in the department will be reviewed at least every once every five years. The Chairperson will appoint a lead faculty member in a particular programmatic area to lead the review. The review should take place over an academic year and a program evaluation report will be presented to the entire Assembly for approval by the end of the academic year in which a program is reviewed.

Section 13. Department Review/Reorganization. The Department will be reviewed at least every 10 years. The Chairperson will appoint a committee of no less than 3 full-time faculty to review the department as needed. The review will take place over an academic year and a department evaluation report will be presented to the entire Assembly for approval by the end of the academic year in which the department is reviewed. If the report recommends reorganization, then the Chairperson will appoint an ad hoc committee of no less than 3 full-time faculty to develop a reorganization plan and timeline, which will need majority approval by the entire Assembly prior to implementation.

Section 14. Merit. Merit pay is determined by the Departmental Chairperson when funding is provided by the Dean and is contingent upon the accomplishments of each faculty member and whose performance is deemed meritorious. Meritorious performance is defined as "Performance that meets or exceeds the expectations for the position classification and department/unit." Faculty members will submit a merit document, which is a comprehensive review of their accomplishments in research, teaching, and service based on the previous year's work. The criteria for merit are the same as the criteria for Promotion and Tenure and will be based on the merit document and the annual performance evaluation (see Section 17). See Appendix A for the Promotion and Tenure document and Appendix B for the Annual Evaluation Summary Form.

Section 15. Summer Supplemental Assignments. Summer course assignments will be based on programmatic need and funding. Faculty selection for Supplemental Assignments will be based on seniority.

Section 16. Assignment of Responsibilities. Each spring semester the Chairperson, in discussion with each faculty member, will formulate the Assignment of Responsibilities (AOR). The AOR will be based on programmatic needs as well as the needs of the department and the creative activities of the faculty member.

Section 17. Performance Evaluations. Each spring semester the Chairperson shall complete the Annual Evaluation Summary Form. No evaluation process shall require a forced distribution of evaluation ratings.

- a. Faculty performance shall be based on the following ratings:
  - i. Substantially Exceeds FSU's High Expectations
  - ii. Exceeds FSU's High Expectations
  - iii. Meets FSU's High Expectations
  - iv. Official Concern
  - v. Does Not meet FSU's High Expectations
- b. A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a Does Not meet FSU's High Expectations rating.
- c. Tenured faculty members may be placed on a PIP if they receive an overall rating of Does Not meet FSU's High Expectations on three or more of the previous six performance evaluations.
- d. Every Full Professor who receives a Performance Evaluation will also receive a narrative explaining their ratings, completed by the Department Chair.

#### ARTICLE 4. Departmental Chairperson.

Section 1. The Chairperson, with the advice and consent of the faculty, shall be the chief administrative officer of the department. He/she shall serve as its principle officer, authorizing all regular expenditures, preparing an annual budget and an annual financial report at the end of each fiscal year, scheduling faculty assignments, and related responsibilities.

The Chairperson shall coordinate the academic program of the Department. He/she shall serve as liaison officer and departmental officer (or shall designate such representatives) to officers and bodies outside the Department.

The Chairperson will report to the Assembly at the last meeting of each academic year regarding the total academic program and budget as developed by him/her with the advice and consent of the appropriate committees.

Section 2. The term of office of the Chairperson shall be three years beginning and ending at the start of the academic year in August. Consecutive terms shall be renewable indefinitely by mutual and majority consent.

Section 3. In December preceding the end of each three-year term for the Chairperson, the Dean of the College of Visual Arts, Theatre and Dance shall consult the Chairperson concerning willingness to serve for another three-year term. If the Chairperson is willing to continue, the Dean shall, without the participation of the Chairperson, poll the membership of the Departmental Assembly. A majority vote of confidence in the Chairperson shall result in

another three-year term.

Section 4. Whenever the office of the Chairperson becomes vacant, the Dean shall appoint a Search Committee. This Search Committee shall make a formal nomination to the Faculty Assembly, and, with a majority vote of approval, shall submit the name of its nominee to the Dean for approval.

Section 5. The majority of voting members of the Departmental Assembly may at any time initiate a petition asking for a vote of confidence in the Chairperson. When this is received by the Dean, he/she shall submit a secret ballot to the membership of the Departmental Assembly. A two-thirds vote of the voting membership of the Departmental Assembly shall be required to vote no confidence prior to the expiration of a regular three-year term. Whenever this is certified the Dean shall relieve the Chairperson of administrative duties, appoint an Acting Chairperson, and initiate a search for a new Chairperson, whose initial appointment shall be for a three-year term.

#### ARTICLE 5. Committees.

Section 1. Tenure and Promotion Committee. This committee shall consist of tenured faculty of the Department elected annually by the faculty at the last meeting of the academic year preceding service. Untenured faculty shall elect one of their number to meet with the committee, but these persons shall not have the right to vote on matters of tenure. All persons serving shall not have interest in either promotion or tenure during the year of service to the committee. The P&T Committee will have the responsibility to review both promotion and tenure criteria and merit criteria. If revisions are recommended, a majority vote of the entire Assembly is needed to approve the changes. The Promotion and Tenure document is in Appendix A.

Section 2. Departmental Committees. Membership in the following committees shall consist of all Faculty teaching within the specified areas. The major concerns of these committees shall be curriculum development, the improvement of instruction, scheduling, and advisement.

2.1. The 5 year combined BA in Art/ MS in Art Education Program

2.2. Graduate Art Education Program

2.3 Graduate Arts Administration Program

2.4 Graduate Art Therapy Program

Section 3. Ad Hoc Committees. The Chairperson of the Department may establish such Ad Hoc committees as deemed needed for the conduct of the business of the Department.

Section 4. College of Visual Arts, Theatre and Dance Representatives on the Faculty Senate. The College of Visual Arts, Theatre and Dance is entitled to seven representatives to the Faculty Senate. Representatives are elected by secret ballot from and by the full-time instructors, assistant professors, associate professors, and professors from each department or school within the College. Each department or school is entitled to at least one representative and each representative serves a two year term. An alternate representative is also elected to serve a two year term in case a regularly elected representative cannot serve due to unforeseen circumstances.

Section 5. College of Visual Arts, Theatre and Dance and University Committees. The Chairperson, with the advice and consent of the faculty, shall recommend members of the faculty to serve on Division and/or University Committees. Recommendations shall be based upon the needs and task descriptions of such committees as well as on the willingness and ability of the various faculty members to fairly represent this Department.

#### ARTICLE 6. Tenure and Promotion Procedures .

Section 1. Each faculty member in the Department not holding tenure and/or below the rank of professor shall communicate, in writing, to the Chairperson, his/her wish to be or not to be considered for promotion or tenure or both by March 15<sup>th</sup> of the academic year prior to formal application. The Tenure and Promotions Committee may initiate recommendations even in the absence of request from the faculty member concerned. Further, recommendations to the committee may be initiated by non-tenured faculty members and/or those below the rank of professor with regard to their colleagues.

Section 2. The Departmental teaching and research assistants and the Graduate Advisory Council shall be invited to provide systematic input to the Tenure and Promotions Committees at appropriate times through course evaluations or through unsolicited letters of support.

- a. Assistant Professors will receive a tenure review in their second and fourth year conducted by the department's promotion and tenure committee.
- b. All Associate professors seeking Full professor promotion must have an annual progress towards promotion evaluation completed by the Department Chair.
- c. Promotion and tenure committees are required to provide a narrative explanation summarizing the meeting regarding the candidate(s) being considered for promotion and tenure.

Section 3. The faculty of the Department of Art Education recognizes that promotion and tenure is generally based upon teaching, research, publication,

exhibition of creative works or art, community and professional service, and administrative tasks. Decisions based on these factors will be determined by the proportion of academic load assigned to these areas and performance effectiveness.

## ARTICLE 7. Graduate Program Directors

Section 1. The Director of each of the graduate programs shall be determined by the Department Chairperson. This person shall be a member of the graduate faculty and shall have graduate directive status. The term of appointment shall be annual and shall occur in April prior to the determination of the Fall Schedule and prior to the commencement of the next academic year. The Director for each program area shall confer with the Chairperson on matters of policy, curriculum, and other concerns regarding the graduate program.

Section 2. The Directors shall review applications for University fellowships and assistantships from their program areas and shall make recommendations to the Departmental Graduate Faculty.

Section 3. The Director for each program area, in cooperation with the Chairperson, with other departments in the School, and with approval of the Graduate Faculty plan for coherence and sequence in graduate course offerings throughout the academic year, and subject to budgetary limitations, in the summer term as well. The Director shall seek to avoid overlap and conflict in graduate courses and offerings.

Section 4. The Directors shall initiate the annual review of both documents and curriculum, reviewing proposed course additions, recommending elimination, consolidation, or creation of graduate courses in their program area.

Section 5. Whenever possible, the Director will seek to promote and recruit for the program.

Section 6. The Director for each programmatic area shall alternate the coordination of diagnostic examinations of beginning doctoral students.

Section 7. The Director in each programmatic area, in conjunction with the Department Chairperson, will approve candidates for graduate degrees.

## ARTICLE 8. Amendments to the Bylaws.

Section 1. Proposed amendments shall normally be presented to a regular or special session of the Assembly for information and preliminary discussion, and placed on the Agenda and vote. If the second session referred to herein

comes at least one week after the introduction and preliminary discussion, a majority vote shall be sufficient to adopt the amendment. If not, see Section 2.

Section 2. In case of emergency as judged by the Chairperson or affirmed by majority vote of the Assembly, a majority, affirmative vote of the entire membership of the Department Assembly shall be sufficient to adopt an amendment at the time of its first introduction (or within a week of its first introduction). Such vote must be preceded by open discussion and debate in the Assembly, but may include in voting tabulations written ballots submitted to the Chairperson by members unable to be present.