

BYLAWS OF ART EDUCATION

COLLEGE OF FINE ARTS

THE FLORIDA STATE UNIVERSITY

2011

*Revised January 2013 and Adopted by the Department of Art Education Faculty:
January 17, 2013*

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September 17, 2020*

BYLAWS OF THE DEPARTMENT OF ART EDUCATION: COLLEGE OF FINE ARTS

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 Fine Arts, 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 Fine Arts.

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.

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. Graduate Student Advisory Council.

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. Graduate Student Delegate.

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. Meeting Frequency

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.

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

Section 3. Person(s) Presiding

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 student 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. Minutes.

The Chairperson or a representative will prepare and distribute minutes for faculty review and to be amended and/or approved at the beginning of each meeting.

Section 6. 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 and those designated as specialized faculty.

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 a minimum of 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.

- A. add specific language from the college about diversity hires
- B. add any other language specifically related to job search

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 voting 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 Chairperson may choose to consult with the department Promotion & Tenure Committee, the Program Directors, the Faculty, and/or the Dean of the College of Fine Arts.

The Chairperson will make merit considerations based on faculty performance beyond the minimum standards, as established in the Assignment of Responsibilities (AOR) and in consultation with the Merit Structure for Accomplishments Exceeding the Minimum Standards Expectations document.

See Appendix A for the Promotion and Tenure document, Appendix B for the Annual Evaluation Summary Form, and Appendix C for the Minimum Standards Expectations and Merit Structure for Accomplishments Exceeding the Minimum Standards Expectations.

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. Role of the Chairperson.

The Chairperson, with the advice and consent of the faculty, shall be the chief administrative officer of the department. They 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 make every effort to be transparent by making these reports, budgets, and expenditures available for faculty review.

The Chairperson shall coordinate the academic program of the Department. They 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 them with the advice and consent of the appropriate committees.

Section 2. Term of Office.

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. Recurring Appointments.

In December preceding the end of each three-year term for the Chairperson, the Dean of the College of Fine Arts 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. Vacancy.

Whenever the office of the Chairperson becomes vacant, the Dean shall determine the process for how a Chairperson is chosen.

Section 5. Vote of Confidence.

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, they 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 untenured faculty member 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. 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 3. College of Fine Arts Representatives on the Faculty Senate.

The College of Fine Arts 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 4. College of Fine Arts and University Committees.

When necessary, the department will vote and 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. Consideration for Tenure.

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 15th 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. Course Evaluations.

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.

Section 3. Assistant Professor Review.

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.

Section 4. Full Professor Review.

All Associate professors seeking Full professor promotion must have annual progress summaries towards promotion evaluation completed by the Department Chair.

Section 5. Obligation of P&T Committee.

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 6. Promotion and Tenure Expectations.

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. Selection Process.

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. Application Reviews.

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. Course Offerings.

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. Annual Reviews.

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. Recruitment.

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

Section 6. Diagnostic Examinations.

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

Section 7. Graduation Approval.

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. Process for Amendments.

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. Emergency Procedures.

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.

Appendix A

Promotion and Tenure Documents

For a copy of the most recent Promotion and Tenure Memo, please visit:

<https://fda.fsu.edu/faculty-development/promotion-and-tenure>

For a copy of the most recent University Criteria for Promotion and/or Tenure, please see the FSU Faculty Handbook, Section 5:

<https://facultyhandbook.fsu.edu/handbook-sections/section-5-faculty-development>

Appendix B

Annual Evaluation Summary

For a copy of the most recent Annual Evaluation Summary, please visit:
<https://fda.fsu.edu/faculty-development/annual-evaluation-faculty>

Appendix C

Minimum Standards Expectations

Prepared by Pat Villeneuve

March 31, 2020

Recompiled by Merit Committee, April, 2020

Passed by majority vote, April 16, 2020

As established in the Assignment of Responsibilities (AOR) as determined by the chair

Assistant Professor

Teaching

- Two classes a semester (fall and spring)

Scholarship

- Publications
 - First year: one article in refereed national journal or in press in same/one exhibition or commission of juried creative work*
 - Subsequent years: two articles in refereed national journals/two exhibitions or commissions of juried creative work*
- Presentations
 - First year: submit proposal for presentation at state, regional, or national conference
 - Second year: one presentation at national conference or two at state or regional conferences
 - Subsequent years: two presentations at national conferences

Service

- One departmental committee

Other

- As justified by faculty and determined in consultation with the chair.

Associate Professor

Teaching

- Two classes a semester (fall and spring)

Scholarship

- Publications
 - Two refereed publications in national or international journals, book chapters, or book/ two exhibitions or commissions of juried creative work*
- Presentations
 - Two presentations at national or international conferences

Service

- One departmental committee
- One college or university committee
- One national or international committee, editorial board, or equivalent

Other

- As justified by faculty and determined in consultation with the chair.

Full Professor

Teaching

- Two classes a semester (fall and spring)

Scholarship

- Publications
 - Two refereed publications in national or international journals, book chapters, or book/two exhibitions or commissions of juried creative work^{*1*}
- Presentations
 - Two presentations at national or international conferences

Service

- One departmental committee
- One college or university committee
- One national or international committee, editorial board, or equivalent

Other

- As justified by faculty and determined in consultation with the chair.

^{1*} Although creative works are valued equally with refereed publications when considering merit, tenure-track faculty members should not assume that the same weight is given to creative works when seeking promotion and tenure; consistent publication in peer-reviewed formats is expected and highly valued during the evaluation of promotion and tenure materials.

Merit Structure for Accomplishments Exceeding the Minimum Standards Expectations (Above)

Prepared by Pat Villeneuve

March 31, 2020

Recompiled by Merit Committee, April, 2020

Passed by majority vote, April 16, 2020

The following hierarchically sequenced items may be presented by faculty for merit consideration beyond the minimum standards, as established by the chair in the Assignment of Responsibilities (AOR):

Teaching

- 5² Dissertation committee chair, per student
 - 3 University rep, outside dissertation committee, per student
 - 2-3³ Dissertation committee, per student
 - 2 Course overload, per course (fall or spring semesters)
 - 2 Student course evaluation, 90th percentile or higher, per course
 - 2 Master's committee/comprehensive exam chair, per student
 - 1 Master's committee/comprehensive exam committee, per student
 - 1 New course prep, per course
 - 1 DIS, per student
- *Other, as justified by faculty and determined in consultation with the chair.

Scholarship/Creative Work

- 5 Article for refereed journal, assistant professors
- 3 Article for refereed journal, associate or full professors
- 2 Refereed book or media review for major journal
- 1 Article for non-refereed journal

- 5 Book
- 3 Revised book
- 3 Book contract signed
- 3 Book submitted for publication
- 3 Chapter or section of book

- 5 Editor of journal
- 3 Associate editor or reviewer of journal
- 2 Editorial board of journal
- 2 Guest editor of single or special issue of a journal
- 2 Manuscript reviewer for publisher
- 5 Exhibition or commission of juried creative work, assistant professors

² Co-chairs may divide points or divvy up points based on agreed work loads

³ Faculty who do additional work at the request of the dissertation chair may request 3 points.

- 3 Exhibition or commission of juried creative work, associate or full professors
 - 1 Exhibition or commission of non-juried creative work
 - 5 Keynote at an international conference
 - 4 Refereed paper presented at an international conference
 - 4 Keynote at a national conference
 - 4 Refereed paper presented at a national conference, assistant professors
 - 3 Refereed paper presented at a national conference
 - 3 Keynote at a regional or state conference
 - 3 Refereed paper presented at a regional or state conference, first-year assistant professors
 - 2 Refereed paper presented at a regional or state conference
 - 3 Proposal reviewer for national or international conference
 - 2 Proposal reviewer for state or regional conference
 - 3 Grant reviewer for national agency or association
 - 2 Grant reviewer for regional, state, or local agency or association
 - 5 PI or Co-PI of project funded by an outside agency
 - 3 PI or Co-PI of university-funded project
 - 3 Sabbatical or Professional Development (non-tenure track) awarded
 - 3-5 Exhibitions curated outside of university
 - 2-3 Exhibitions curated at university
 - 5 International award
 - 4 National award
 - 3 State or regional award
 - 2 University award
 - 1 Local award
- *Other, as justified by faculty and determined in consultation with the chair.

Service

- 5 Chair or co-chair of an international board or committee
- 4 Member of an international board or committee
- 4 Chair or co-chair of a national board or committee
- 3 Member of a national board or committee
- 3 Chair or co-chair of a regional or state board or committee
- 2 Member of a regional or state board or committee
- 2 Chair or co-chair of a local board or committee
- 1 Member of a local board or committee
- 5 Chair of university committee
- 4 Member of university committee
- 4 Chair of a college committee
- 3 Member of a college committee
- 3 Chair of department or program committee

- 2 Member of a department or program committee

- 2-5 Graduate student advisor, based on number of students
- 3 Chair of a search committee
- 2-5 Practicum/internship coordinator, based on number of placements
- 2 Member of a search committee

- 5 Chair of accreditation application or review committee
- 3 Member of accreditation application or review committee
- 1-3 Special assignment (such as website revamp)
- 2 External reviewer, P&T, per case (up to 3)

- 3 Facilitator for professional development
- 3 Organizer for workshop
- 3 Consulting
- 1 Attendance at professional meeting where not presenting, per conference (up to 3)
- * Other, as justified by faculty and determined in consultation with the chair.

Addendum

The items below were not added into the point scale above, but are presumed to fall under the following description: “other, as justified by faculty and determined in consultation with the chair”. The list below does not exclude other items that may be considered under the same qualifier described above.

- National/International Grant Submissions
- Encyclopedia entries
- Program Director of a National Symposium
- Newsletter articles