

Bylaws for Anne Spencer Daves College of Education, Health, and Human Sciences

These are the current bylaws for the Anne Spencer Daves College of Education, Health, and Human Sciences. These bylaws were last approved on July 13, 2023 by a majority of the applicable voting members of Anne's College and on July 19, 2023 by the Office of Faculty Development and Advancement.

Preamble

Florida State University's College of Education, Health, and Human Sciences (hereafter referred to as "Anne's College") encompasses disciplines related to education, health, nutrition, and sports. Its position at the intersection of these areas makes its units -- a school, departments, programs, centers, institutes, and laboratory schools -- uniquely situated to work collaboratively, among themselves and with others beyond the College, on issues that cross their boundaries, and that represent some of the greatest challenges facing society.

The work of Anne's College is guided by five key priorities set forth in its Strategic Plan:

- A welcoming and supportive environment for students, faculty, and staff of all backgrounds
- Excellence in education and teaching at the undergraduate, graduate, and post-graduate levels
- High-value, significant, and innovative research
- Service to the college, university, and broader academic and public communities
- Advancing the college, its units, and alumni relations

I. Bylaws

A. *Adherence with Other Governing Documents.* At all times, Anne's College policy 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.*

1. Bylaw revision can result by petition of any 10% of the voting faculty of Anne's College (as defined in I1.C).
2. By petition of a simple majority of the Faculty Advisory Committee such proposal shall be circulated at least two weeks in advance of a vote deadline. The amendment(s) become(s) part of the bylaws

when approved by two-thirds of the faculty voting in an online survey ballot. The election by an online survey ballot shall be conducted by the Faculty Advisory Committee.

3. In order for an amendment to pass, a majority of the voting faculty (as defined in I1.C) must participate in the election and a simple majority of voters must be in favor of the amendments.
- C. *Sunset Provision.* These bylaws shall cease to apply after the May 2027 faculty meeting unless they are approved again by a vote of a majority of the voting members of Anne's College.
- D. *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/>.

II. Membership and Voting Rights

- A. *Faculty Membership.* The faculty of Anne's College shall include:
1. tenured and tenure-earning College faculty who have at least a 25% appointment within a department/school of the Anne's College,
 2. specialized faculty who are full-time faculty members with a primary appointment within Anne's College.
- B. *College Membership.* In addition to the faculty defined in II.A above, the following are members of Anne's College staff, postdoctoral students, adjunct faculty, visiting scholars and any other person with direct assignment to Anne's College.
- C. *Faculty Voting Rights.* All faculty members of Anne's College as defined in II.A, shall be considered to have voting rights in Anne's College.
- D. *Non-faculty Voting Rights.* Faculty on adjunct, visiting or courtesy appointments shall have the right to participate in all deliberations, but not to vote.

III. College Organization and Governance

- A. Jurisdiction.
1. The basic legislative body of Anne's College shall consist of the voting faculty in Anne's College, defined as full-time tenure-track and specialized faculty. Subject to State law, the regulations of the Florida Board of Governors, and the Constitution of Florida State

University, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, degree requirements, and any other academic matter of concern to Anne's College.

2. The voting faculty in Anne's College may formulate an opinion on any subject of interest to Anne's College faculty and may formally adopt resolutions for consideration and timely response by the Dean and the Associate and/or Assistant Deans.
3. The Dean of Anne's College retains the right to veto any action taken by Anne's College faculty or committee within Anne's College. Reasons for any veto shall be delivered in writing to the relevant college faculty or committee chair prior to the next meeting. In addition, the Dean may present their reasons for a veto during a meeting of the

Faculty Advisory Committee. The Faculty Advisory Committee may appeal any veto to the appropriate university administrator with a vote of two-thirds or more of the membership in support of the appeal.

4. Once established, no College committee may be dissolved or changed except by a vote of two-thirds of voting faculty. Minutes will be taken at all College meetings and made available to all College faculty.

B. College Faculty Meetings.

1. The faculty of Anne's College shall meet at least once annually in regular session.
2. The Chair of the Faculty Advisory Board or his/her designee and the Dean of the College shall co-preside at the annual meeting.
3. The agenda of each College faculty meeting, as established by the person or persons calling the meeting, shall be proposed and distributed to all faculty at least two days prior to the meeting.
4. The primary purpose of the faculty meeting shall be for the Dean to offer a State of the College address.

C. College Leadership.

The leadership of Anne's College shall consist of the positions of Dean and Associate Dean.

1. Dean

- a. Dean is appointed and retained by the Provost.
- b. Faculty may develop and implement a process to evaluate the Dean's performance. Any such evaluation would be advisory in nature.
- c. The following authority resides with the Dean:
 - 1. Decide or resolve issues relating to the development of new academic degree and certificate programs or the development of new or expanded majors offered within existing academic programs.
 - 2. Decide or resolve issues of academic program funding, fiscal management of College resources, allocation of College resources, allocation of staff positions within the College, and faculty hiring.
 - 3. Establish ad hoc committees as the Dean deems necessary to assist in the operation of the College.
 - 4. Appoint or retain Associate Deans. The Dean shall be responsible for defining the scope of responsibilities and duties assigned to an Associate Dean, and for developing and administering the evaluation and merit process for Associate Deans.
 - 5. Appoint or retain Department Chairs/Directors in consultation with unit faculty and in accord with policies and procedures of the units for voting and making recommendations to the Dean.
 - 6. Approval of Chair/Director appointments of Associate/ Assistant Chairs/Directors

2. Associate Dean(s)

- a. All Associate Deans shall be appointed by the Dean.
- b. Associate Deans assist in the administration of the College, support strategic initiatives, interface between College units and the Office of the Dean, and represent the College as needed in matters before University administration at public events.

D. College Committees.

Unless otherwise noted, each standing College Committee listed below will have one departmental representative elected for a two-year term, in accordance with department bylaws. Terms will be staggered with half of the members in even-numbered years and half in odd-numbered years. Each department shall have a designated alternate who will act as a substitute should the duly elected representative be unable to attend 4 meetings or not fulfill their term. In addition to College Committees, *ad hoc* committees may be established as needed to further the mission of the College.

1. Curriculum Committee: reports to the Associate Dean for Academic Affairs and is responsible for all matters that relate to curriculum and curricular issues as mandated by university committees and for keeping all College faculty informed of its decisions.
2. College Promotion and Tenure Committee: responsible for all matters relating to tenure and/or promotion as mandated by university policy. Each department Promotion and Tenure Committee selects one of its tenured members to serve on the College Committee.
3. Information Technology Committee: advises the Dean on a technology plan and purchases based on the needs of the College. The Committee shall inform all College faculty of its activities at least twice annually.
4. Scholarship Committee: responsible for promoting a culture of high standards for students in all programs within the College and oversight of the process for selecting recipients of student scholarships, fellowships, and awards.
5. Faculty Advisory Committee: consists of a minimum of one elected faculty representative from each department who advise the Dean on matters of importance to faculty and raises issues leading to recommendations regarding policy and procedure changes. Additional members may be added as needed.
6. Staff Advisory Committee: comprised of elected staff members representing academic and non-academic units who advise the Dean on staff issues and concerns and recommend possible solutions to them.
7. Student Leadership Committee: elected undergraduate and graduate student representatives meet monthly with the Office of the Dean to engage in the mutual exchange of ideas and open dialogue on matters of importance to students.

E. Faculty Senators.

1. Each College unit will have at least one elected representative to the University Faculty Senate to serve for two-year terms. Units may also select an alternative to serve in the event that the elected senator is unable to attend meetings.
2. If the College is allocated more Faculty Senate seats than the number of departments in the College, additional representatives will be elected by the faculty to fill those seats. The College adheres to university standards regarding the number of individuals selected, individuals eligible for service, and voting eligibility. Specialized faculty members are elected on a university-wide basis in accordance with Faculty Senate procedures.

F. Department/School/College Reorganization.

In the event of the occurrence of a proposed alteration or modification to the structure, arrangement, or organization of a recognized academic unit of Anne's College, involvement by faculty within the specific implicated unit(s) will occur with sufficient prior notice of proposed changes being provided to allow for opportunities to voice advisory non-binding opinions, concerns, and suggestions on the matter. Any restructuring of Anne's College would involve a change to the bylaws and follow the guidelines for bylaws revision laid out above in Section I.B.

IV. Degree Approval

The procedure for approving candidates for graduation in Anne's College shall be as follows:

- a. After the University online application to graduate closes each semester, the Associate Dean of Academic Affairs shall circulate for approval the names of candidates for degrees and the response date to the appropriate department chairs/program directors of Anne's College who shall inform their faculties.
- b. If there is objection to any candidate, that candidate shall be informed of the nature of the objections and shall have the opportunity to appeal his/her case to the Associate Dean of Academic Affairs.
- c. After the posting of final grades each term, college staff confirms, for each candidate on the list, completion of major, College, and University requirements for graduation. Names of students cleared for graduation or deleted from the graduation list are forwarded to both the Registrar's Office, via the Registrar's Graduation Tracking system, and the appropriate

department/program representatives.