

Bylaws for the Center for Information Management and Educational Services (CIMES) at Florida State University

These are the bylaws for the **Center for Information Management and Educational Services (CIMES)** at Florida State University. These bylaws were last approved on May 5, 2022 by a majority of the applicable voting members of the CIMES, on May 5, 2022 by the ISPA Dean/Director and on May 10, 2022 by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, Institute/Center 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. Bylaws may be revised by calling a meeting of the CIMES faculty to discuss the proposed revisions. The faculty at this meeting will draft the proposed revisions. The revised bylaws will be distributed to all CIMES faculty at least one week before a vote to ratify the revisions. The bylaws pass to the next level of approval with a simple majority of the voting faculty. Revised bylaws are then to be reviewed/approved by the ISPA Director/Dean and by Office of Faculty Development and Advancement.

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 web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the CIMES shall consist of those persons holding part-time or full-time appointments at the rank of Assistant In/Associate In/Senior Research Associate series, the Research Faculty I/II/III series and in the Computer Research Specialist line.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of CIMES: staff, student affiliates, and OPS employees.

C. Faculty Voting Rights. The Voting Membership of the department is defined as the CIMES Director and all the members of CIMES for whom the annual Assignment of Responsibilities (AoR) and annual Evaluations are completed. In addition, faculty members of CIMES are entitled to vote on matters related to promotion, merit, tenure, and amendments to the bylaws; however, those persons in the Computer Research Specialist line may not vote on specialized faculty promotions.

D. Non-faculty Voting Rights. The only members of CIMES with voting privileges on any of the issues in this document are the faculty affiliates whose lines are assigned to CIMES.

III. Organization and Governance

A. Faculty Meetings. The CIMES Director may call a faculty meeting at any time. In addition, the CIMES Director will call a faculty meeting if two or more faculty requests a meeting for a specific purpose.

B. Director Selection. In the event the CIMES Director will be vacating their position, the outgoing Director will make a recommendation as to their replacement to the ISPA Director/Dean for consideration. A search committee may be formed to assist in the recruitment and screening of applicants. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

C. Leadership and Committees. Leadership at CIMES consists of:

I. The Director - His or her duties include:

- Responsible for meeting administrative obligations of CIMES
- Taking the lead in matters that concern the collective welfare of CIMES
- Assigning duties to each specialized faculty members whose line is assigned to CIMES via Assignment of Responsibilities
- Performing calendar year annual evaluations based on the quality of the work performed by the specialized faculty member. Contributions to teaching, research and service are considered and weighted according to the Assignment of Responsibilities for that faculty member
- Supervising the department staff and performing those annual evaluations
- Recommending salary merit/discretionary increases for those faculty and staff he/she supervises
- Providing non-tenure-track faculty members, whose lines are assigned to CIMES, a written evaluation of their progress toward promotion

II. Promotion Committee

- Charged with the responsibility of reviewing the binders of all prospective candidates for promotion in CIMES annually and recommending action on the nomination of each candidate
- The committee shall have at least three members
- The CIMES Director shall request volunteers to serve on the committee. In the event not enough faculty volunteer then relevant faculty will vote on who will become committee members. Membership on the Promotion Committee shall serve a two-year term. If another Center/Institute has faculty being considered for promotion, and that Center/Institute doesn't have enough faculty volunteers, then the ISPA Dean/Director may request faculty from CIMES to serve on the

committee. Membership on the Promotion Committee shall serve a two-year term.

III. Various committee and sub-committee activities related to instruction, research, creative activity, etc.

IV. The CIMES Director may establish ad hoc committees as deemed necessary to assist in the operation of CIMES

V. Search Committees may be established by the Chairs/Directors to assist in the recruitment and screening of applicants for continuing faculty positions

D. Faculty Recruitment. CIMES faculty members shall be included in the process of recruitment. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

E. Unit Reorganization. CIMES faculty members will be involved in the decisions involving unit reorganization.

IV. Curriculum (if applicable)

N/A

V. Annual Evaluation of Specialized Faculty on Performance and Merit

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

Substantially Exceeds FSU's High Expectations

Exceeds FSU's High Expectations

Meets FSU's High Expectations

Official Concern

Does Not Meet FSU's High Expectations

Each faculty member will be evaluated by his/her peers within the CIMES and/or by the Center Director. The peer review will be based upon the criteria in this section and be conducted in accordance with a format and procedures decided by the relevant faculty.

The CIMES Director or the appropriate evaluator, as determined by University supervisor relationships, reviews all documentation/data submitted by the faculty member as well as pertinent information from other sources as applicable and completes the Annual Evaluation Summary Form indicating one of the applicable five performance rating categories. If a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" overall performance rating, a Performance Improvement Plan (PIP) will be

discussed with the faculty member and submitted with the Annual Evaluation Summary Form for approval to all appropriate levels of administration. After the faculty member and evaluator meet, discuss the evaluation, and both parties sign, the evaluation form along with the evaluator's narrative and applicable attachments, are routed to the ISPA Director/Dean for review. After review and signature by the ISPA Director/Dean, the evaluation form and any attachments are returned to the CIMES. The faculty member receives a copy of the evaluation and the original is placed in the faculty member's confidential evaluation file. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Vice President for Faculty Development and Advancement.

Faculty within CIMES will develop merit recommendations for submission to the Center Director based upon the criteria in this section. Evaluation criteria and procedures shall ensure faculty members on approved leave are not penalized in the evaluation process.

The CIMES Director will submit faculty merit pay increase recommendations to the Director/Dean of ISPA for faculty members that satisfy relevant criteria. After approval, appropriate paperwork will be submitted to implement the pay increase as specified in guidelines provided by the Office of the Vice President for Faculty Development and Advancement and/or Budget and Analysis.

B. Criteria for Evaluation of Specialized Faculty & Merit

I) Teaching – The ability to teach in an effective manner through oral and written instruction.

II) Scholarship/Research – Contributions to research and other creative activity including effectiveness at securing external funding and the timely completion of contractual obligations.

III) Service/ Professional Services – Contributions in the area of service to CIMES. Effectiveness in providing professional services to the public and private sectors of the community, state, and nation.

IV) Other – Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

The following five categories are used when evaluating the faculty member's performance of duties:

- **Meets FSU's High Expectations** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

- Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements, as appropriate to the assignment, in teaching, research, and service, which may include several of the following: high level of research/creative activity of national importance, attaining national achievements, awards, and recognition, willingness to accept additional responsibilities, high level of commitment to the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- Substantially Exceeds FSU's High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition, as appropriate to the assignment, in teaching, research, and service, which may include several of the following: highly significant research or creative activities of international importance; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant international achievements, awards, and recognition.
- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- Does Not Meet FSU's High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

VI. Promotion of Faculty

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Dean of the Faculties.

B. Peer Involvement in Evaluation of Promotion of Faculty. CIMES will accept recommendations for promotion every year in the Spring semester. The recommendation originates with the faculty member's immediate supervisor. The CIMES Director will review all documentation and forward his/her advice to the ISPA Director/Dean.

C. Criteria for Promotion of Specialized Faculty. The guidelines followed by the CIMES Promotion Committee are the same as those of the University. The following elements will be considered when recommending a specialized faculty member for promotion. These elements include, but are not limited to:

PROFESSIONAL ACCOMPLISHMENT:

Effectiveness in the performance of teaching duties

Relevant years of experience

Submission of contract and grant proposals for external funding

Timely completion of contractual and grant obligations

Publication of books, brochures, chapters in books, articles in refereed and un-refereed journals and/or professional publications

Features and/or citations in professional magazines, newsletters, or on professional websites

Demonstrated expertise in the area of research, creative activity, or field of specialty

Presentations at meetings, workshops, or conferences of professional societies

Other professional accomplishments as appropriate

PROFESSIONAL RECOGNITION:

Recognition as an authority in the area of research, creative activity, or field of specialty

Invited talks at meetings, workshops, conferences or within the University community

Organization of workshops, seminars, professional conferences, and meetings

Membership and/or positions of responsibility in professional organizations

Professional honors, awards, and other recognitions

Contract and grant funding awarded from external sources including federal, state, local, and private

Other professional recognition as appropriate

PROFESSIONAL SERVICE:

Service to the CIMES and the University directing/supervising undergraduate and graduate research as well as committee and sub-committee activity related to instruction, research, creative activity, etc.

Service in providing professional services to the public and private sectors of the community, state, and nation

Other service, including administrative assignments, as appropriate

ELIGIBILITY CRITERIA:**All Specialized Faculty promotion decisions shall take into account:**

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment in the supervisor's letter. (All departments/units must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.

5. All actions are effective the beginning of the next academic year.

Research Faculty or Curator track promotions shall take into account:

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Research Support Faculty promotion shall take into account:

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Scholarly or creative accomplishments of high quality and appropriate to the field (books and peer-reviewed scholarly publications).
3. Success in obtaining external funding as principal or co-principal investigator on a grant.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Ranks

1. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
2. Promotion to the *second rank* in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
3. Promotion to the *third rank* in each track shall be based on recognition of superior performance in the areas of assigned duties.

In all cases, the CIMES will adhere to Florida State University policy. Any proposed changes to these bylaws must be approved by the relevant faculty of CIMES and the Director/Dean of ISPA, and be consistent with the criteria established by the University as well as those by ISPA. A copy of the criteria must be on file in the Office of the Vice President for Faculty Development and Advancement.