

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

**Revised January 2025**

These are the bylaws for the **Center for Information Management and Educational Services (CIMES)** at Florida State University. These bylaws were last approved on March 6, 2025 by a majority of the applicable voting members of the CIMES, on March 6, 2025 by the ISPA Dean/Director and 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 the 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, the Instructional Specialist 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, faculty in non-specialized faculty lines may not vote on specialized faculty promotions. Directors have voting rights within their home department.

**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 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, recommending action on the nomination of each candidate, and preparing a report of the committee's recommendation.
- The committee shall have at least three specialized faculty members. When possible, committee members should be at the second or third rank of their track.
- 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. 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. Term may or may not be consecutive as the need for a committee is dependent on eligible faculty going up for promotion.

- No faculty member shall serve on this committee in the year in which they are to be considered for promotion.

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

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

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. 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 annually, relative to his or her assigned duties using the following university rating scale:

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

**B. Criteria for Evaluation of Specialized Faculty & Merit** Faculty Performance Evaluations are based upon assigned duties and responsibilities, 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:

- Teaching
- Scholarship/Research
- Service/Professional Services
- Contributions in the area of services to CIMES
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

***See Appendix A For Detailed Information Regarding Section V***

## 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.
- B. Peer Involvement in Evaluation of Promotion of Faculty** CIMES will accept recommendations for promotion each year. 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 following elements will be considered when recommending a specialized faculty member for promotion:
- Professional Accomplishments
  - Professional Recognition
  - Professional Service

Promotion decisions take into account:

- Annual Evaluations
- AOR
- Fulfillment of Written Criteria
- Evidence of Sustained Effectiveness
- Each specialized faculty track has specific requirements that are taken into account

***See Appendix A For Detailed Information Regarding Section VI***

**Appendix A**  
**FACULTY PERFORMANCE EVALUATIONS, MERIT PAY INCREASE, AND**  
**PROMOTION CRITERIA & PROCESS FOR SPECIALIZED/NON-TENURE-TRACK-**  
**FACULTY**

**I. ANNUAL FACULTY PERFORMANCE EVALUATIONS:**

**Criteria:**

The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually during the Spring Semester. 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 to support assigned duties for the preceding calendar year. The Evidence of Performance memo/report provides the basis for the performance rating on the Annual Faculty Evaluation Summary form and might include supporting data and/or interpretive comments as appropriate in the evaluation of the faculty member's performance.

Faculty Performance Evaluations are based upon assigned duties and responsibilities, 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:

- Teaching – The ability to teach in an effective manner through oral and written instruction
- Scholarship/Research - Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual obligations
- Service/Professional Services - Effectiveness in providing professional services to the public and private sectors of the community, state, and nation.
- Contributions in the area of services to CIMES.
- Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

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

- Exceeds 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.
- Meets 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.

- 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 Expectations – This describes a faculty member who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

**Procedures:**

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 four performance rating categories. In the case of an evaluation rating of “Does Not Meet Expectations”, the evaluator shall fully document the rating prior to discussion with the faculty member. Faculty members whose overall performance in any given year or whose performance in any single domain (i.e. research, teaching or service) in three (3) or more of the previous six (6) evaluations is rated below “Meets Expectations” may be placed on a Performance Improvement Plan (PIP). The 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 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 Faculty Development and Advancement.

**II. FACULTY MERIT PAY INCREASE CRITERIA/PROCEDURES:**

CIMES is not an academic department. The faculty members within CIMES are full-time research and/or provide specialized services to the University, community, public and/or private entities, and federal, state, and/or local agencies. Typically, they have assignments in limited areas.

**Criteria:**

Meritorious performance is defined as: “Performance that meets or exceeds the expectations for the position classification and department/unit.” The eligibility for a faculty pay increase, based upon merit, is established during the annual evaluation process, which occurs during the Spring Semester each year. Faculty members provide evidence of their performance, which supports their assigned duties and provides the basis for the performance rating on the Annual Faculty Evaluation Summary.

The following elements are considered if applicable to the assigned duties and responsibilities of the faculty member:

- Overall quality of performance – rating should be “Meets Expectations” or documented improvement should be available
- Knowledge and skills in the field of specialty
- Recognition as an authority in the field of specialty
- Contributions to research and other creative activity including effectiveness at securing external funding and timely completion of contractual responsibilities
- Ability to teach in an effective manner through oral and written instruction

The merit review/award process will support and coincide with the two different levels of performance ratings for faculty who are meeting expectations: Meets Expectations or Exceeds Expectations.

**Procedures:**

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 Faculty Development and Advancement and/or Budget and Analysis.

**III. PROMOTION CRITERIA & PROCESS FOR SPECIALIZED FACULTY:**

CIMES is a multidisciplinary applied research and development center that is committed to leading agencies in exploiting the knowledge economy to better serve their target populations through the effective use of information and communication technologies. It uses a systematic approach to information assets and outreach that enables organizations to exceed their strategic and operational goals by transforming complex information into effective communication and learning. CIMES accomplishes its mission by offering a wide variety of customized products and services in the following areas: information management, clearinghouses, knowledge management, information technology (IT), Web design and architecture, instructional design and training, and marketing and product development.

Faculty members provide specialized services to state and government agencies and are appointed to non-tenure earning positions. These positions have titles that include, but are not limited to, the Assistant In/Associate In/Senior Research Associate series, Research Faculty I/II/III series and Instructional Specialist I/II/III series.

CIMES considers all faculty members who are eligible for promotion each year. Specialized faculty positions generally have assignments in limited areas. Criteria for specialized faculty promotions focus on time-in-service and demonstrated meritorious performance. Time-in-service is normally five years; however, early promotion is possible if there is sufficient justification. Demonstrated

merit, not time-in-service, must be the guiding factor. Overall performance is reviewed in the annual evaluation process, which determines recommendations for promotion as well as salary actions and retention.

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 Faculty Development and Advancement.

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 are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the position. 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  
 Service to public and/or private schools including judging debates, science and/or history fairs, and geography bees



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 Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.

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.

**Instructional Support Faculty promotion shall take into account:**

1. Evidence of contributions in support of instruction, as attested to by internal letters from faculty members at FSU
2. Other instructional support activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

**Ranks**

Promotion to the *second rank* in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

Promotion to the *third rank* in each track shall be based on recognition of superior performance in the areas of assigned duties.

Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

In all cases, the CIMES will adhere to Florida State University policy.

**PROMOTION PROCESS:**

CIMES will accept recommendations for promotion each year. 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.

All faculty members are informed of their prospective candidacy by their supervisor. The supervisor may not withhold a faculty member's materials from review should the faculty member wish to be considered. If they wish to proceed, they also have an opportunity to assist in preparing their binder prior to review. The faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the promotion committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.

Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.

The CIMES Director independently reviews the binders of all prospective candidates and recommends action on the nomination of each candidate by submitting to the ISPA Director/Dean

a report of the committee recommendations and the director's recommendations on all submitted binders.

Prospective candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw his or her file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, he or she must notify in writing, through the CIMES Director and ISPA Director/Dean, and the Office of Faculty Development and Advancement.

Once the committee and CIMES Director have reviewed the binder, the ISPA Director/Dean considers these recommendations, independently reviews the binders, and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of Faculty Development and Advancement. The ISPA Director/Dean may place a letter of evaluation on the record of achievement as reflected in the binder.

The Office of Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.

The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards his or her recommendation to the President for a final decision.

### **Promotion Binder**

#### **Promotion binders for all Specialized Faculty shall include:**

1. Professional vita
2. Assigned duties
3. Annual evaluations
4. Director/chair/supervisor's annual letter of appraisal toward promotion
5. Letters of recommendation
6. May also include evidence of the other considerations specified in department/unit promotion criteria

#### **Promotion binders for faculty members in the *Research* track (Research Faculty I, II, III) shall include:**

1. Three letters of recommendation from faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field.
2. Descriptions of the contracts and grants for which the candidate has served as Principle Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

#### **Promotion binders for faculty members in the *Research Support* track (Assistant/Associate In, Sr. Research Associate) shall include:**

1. Two or three letters from faculty members, besides the center/institute/department/unit

- director/chair, who have reviewed the faculty member's service in support of research.
2. If the duty assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.

**Promotion binders for faculty members in the *Instructional Support* track (Instructional Support Faculty I, II, III) shall include:**

1. Two or Three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of instruction, and teaching if applicable.

The CIMES Director will be notified of the President's action(s) by the ISPA Director/Dean and will subsequently notify the applicable supervisor(s) and faculty member(s).

The promotional increase will become effective along with the title change the first day of the next academic year. However, the raise percentage and effective date are subject to change according to administrative decisions and collective bargaining. Faculty members on contracts and grants or auxiliary funding will receive salary increases equivalent to faculty members on E&G funding, provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available.

This document was approved by a vote of the CIMES faculty.

DocuSigned by:

*Amy Finley*

Approved By: Amy Finley, Director, CIMES

DocuSigned by:

*Stephen Hodge*

Approved By: Stephen Hodge, Director, ISPA