

**DEPARTMENT OF BIOMEDICAL SCIENCES
FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE**

Departmental By-Laws

Adopted April 27, 2005

Latest Revision: July 29, 2013

PREAMBLE

Departmental executive and administrative authority are vested in the Chair, appointed by the Dean of the College of Medicine. Certain executive authority, delineated herein, is delegated by the Chair to the faculty, through a system of committees and informal divisions.

I. Department Membership

Section 1

Membership in the Department of Biomedical Sciences shall consist of:

- A. Full-time or part-time regularly appointed faculty in tenured, tenure-earning, or non-tenure-earning positions;
- B. Temporary or part-time faculty, including those appointed as instructors, visiting faculty, courtesy faculty, adjunct faculty, and emeritus faculty;
- C. Administrative and Professional (A&P) staff members and University Service Personnel System (USPS) staff members; and
- D. Departmental graduate students, graduate students from other programs whose major professor is a member of the Department, postdoctoral fellows, and postdoctoral associates.

Section 2

Faculty in E&G-funded lines (E&G = Educational & General funds) with full-time appointments in the Department, including those in tenured, tenure-earning, and non-tenure-earning positions (but excluding temporary appointees as defined in paragraph B, above) shall be the voting members of the Department (subsequently referred to as “members”).

II. Department Governance

A. The Chair

Authority and Duties of the Chair

1. The Chair shall serve as the executive officer and chief administrator of the Department.

2. The Chair shall call and preside over faculty meetings and prepare agenda for such meetings.
3. The Chair shall appoint a Vice Chair and three Associate Chairs, one each for Medical Undergraduate Studies, for Graduate Studies, and for Research; all of whom serve at the assignment of the Department Chair.
4. The Chair shall appoint any other officers needed to administer Departmental affairs.
5. The Chair, in conjunction with the Department Executive Committee, described herein, shall establish committees for the conduct of Departmental affairs, as provided below.
6. The Chair shall call and preside over meetings of the Department Executive Committee on a regular basis.
7. The Chair shall regularly report to the Department Executive Committee and the faculty on actions taken in administering Departmental affairs.
8. The Chair shall be responsible for maintaining a personnel evaluation file for each full-time member of the Department.
9. As principal financial officer, the Chair shall:
 - a. Supervise receipt and expenditure of all moneys;
 - b. In conjunction with the Department Executive Committee, prepare an annual operating budget for submission to the Dean, and report to the members;
 - c. In conjunction with the Department Executive Committee, prepare an annual financial report, and report to the members.
10. The Chair, in conjunction with the Department Executive Committee and Faculty Recruitment Committee, shall supervise and coordinate the recruitment of new Faculty and staff.
11. The Chair, after receiving recommendations of the Faculty Evaluation Committee, described herein, shall make recommendations regarding annual performance to the Dean.
12. Except when provided for otherwise, the Chair or his/her designee shall serve as official liaison officer and Departmental representative outside the Department.

B. Vice Chair

The Vice Chair shall serve as chief advisor to the Chair, shall serve as the official designee of the Chair at events and meetings that the Chair cannot attend, and perform other Departmental functions as needed or requested.

C. Associate Chair for Medical Undergraduate Studies

The Associate Chair for Medical Undergraduate Studies shall advise the Chair and promote the Departmental activities related to the medical student educational and instructional programs taught by members of the Department.

D. Associate Chair for Graduate Studies

The Associate Chair for Graduate Studies shall advise the Chair and promote the Departmental activities related to the graduate student educational and instructional programs taught by members of the Department. The Associate Chair for Graduate Studies shall also serve as the Director of the Graduate Program in Biomedical Sciences.

E. Associate Chair for Research

The Associate Chair for Research shall advise the Chair and promote the Departmental activities related to the research in the Department including the functions of the Departmental Core Labs and common resources.

III. Standing Committees

Executive Committee

1. The Department Executive Committee shall be the principal coordinating committee of the Department;
2. The committee shall consist of the following members:
 - a. The Chair, who shall chair the Department Executive Committee;
 - b. The Vice Chair and the Associate Chairs; should the Vice Chair also hold an Associate Chair position, the Chair may appoint another member to the Executive Committee; and
 - c. One member elected by the Department from the ranks of the faculty entitled to vote, who shall serve a one-year term.
3. The committee shall meet at least monthly.
4. Three members must be present at a meeting for a formal vote to take place.
5. Absent members may vote by proxy.
6. The committee shall function as an advisory body in implementing Departmental policies dealing with, but not limited to, the following:

- a. Budgetary policy, except for faculty salaries;
- b. Academic programs;
- c. Non-elective committee appointments; and
- d. Departmental planning and development.

Faculty Development and Mentoring Committee

1. The Faculty Development and Mentoring Committee shall promote the professional development of all full-time faculty members in the Department (including tenured, tenure-earning and non-tenure-earning faculty). The functions and responsibilities of the committee shall include but not be limited to the following:
 - a. The committee shall oversee Departmental development and mentoring for all faculty.
 - b. The committee shall advise and help all non-tenured, tenure track faculty set up a mentoring committee. They shall monitor the mentoring committees. Each mentoring committee will submit a formal letter to the Faculty Development and Mentoring Committee once a year.
 - c. The Faculty Development and Mentoring Committee shall annually submit to the Department Chair a brief report on the mentoring committees. When appropriate, the Committee shall make recommendations to the Chair for actions necessary to facilitate faculty's progress towards promotion and/or tenure.
 - d. The committee shall provide support related to professional development for all faculty in the Department. At a faculty member's request they shall help the person set up an individual development committee. They shall arrange, or request the Office of Faculty Development to organize events designed to meet the needs of and/or to facilitate the advancement of faculty in Biomedical Sciences.
2. The committee shall consist of four (4) members. The Chair shall be appointed by the Department Chair. The other three (3) members, at least one of whom shall be a full professor and one an associate professor, shall be elected by the Department. At least one (1) member of the committee shall be tenured. All members shall serve three year terms. Terms shall be staggered such that one member's term expires each year.

Faculty Evaluation Committee

1. The Faculty Evaluation Committee shall assist the Chair in the annual evaluation of faculty. The functions and responsibilities of the committee shall include but not be limited to the following:

- a. The committee shall annually review and evaluate each faculty member's performance. Annual performance evaluations shall be based upon the assignments of responsibility, and shall take into account the proportions, duties and nature of the assignments. This evaluation and review shall be carried out in accordance with Departmental policies.
 - b. The committee shall annually provide the Chair with advisory evaluations of each faculty member's research, teaching, service, and overall performance.
 - c. The committee shall annually provide the Chair with recommendations for distribution of annual merit pay (if available) among the members of the Department.
2. The committee shall meet as often as needed during the academic year.
 3. The committee shall consist of seven (7) members. All members shall be associate or full professors. At least four members shall be tenured members of the faculty. Three (3) members, the chair and two other members, shall be appointed by the Department Chair for two year terms. Four members shall be elected for two year terms by the Department. All terms shall be staggered such that one appointed member and two elected member's terms expires each year.

Faculty Recruitment Committee

1. The Faculty Recruitment Committee shall make recommendations to the Chair on matters relating to faculty recruitment.
2. The committee shall consist of a chair and three other members appointed by the Department Chair, renewable annually, and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote.
3. The Department Chair may augment the Committee on an ad hoc basis, with members of the Office of Medical Education, faculty from other Departments, or other appropriate members, as needed.

Graduate Program Committee

1. The Graduate Program Committee shall oversee the graduate curriculum and promote the progress of graduate degree-seeking students towards their degree.
2. The responsibilities of the Graduate Program Committee shall include, but not necessarily be limited to: (1) design of the graduate program and approval of recommended subspecialties within the program; (2) approval of required or elective courses accepted for credit in the program; (3) oversight of curriculum, evaluation, reporting, and other requirements or policies affecting graduate students, as published in the Graduate Student Handbook; (4) recommendation of faculty graduate-course teaching assignments to the Department Chair; (5) student advisement until selection of a major professor and supervisory committee; (6)

monitoring of student progress; (7) assignment and monitoring of research rotations during the first year; (8) oversight of placement of first-year students with appropriate major professors; (9) assignment and monitoring of assigned teaching; and (10) evaluation of petitions for Graduate Faculty Status (GFS) from faculty in the Department and subsequent granting of GFS when appropriate.

3. The Graduate Program Committee or a subcommittee selected by it shall also serve as the admissions committee for the graduate program.
4. All members of the Graduate Program Committee must have Graduate Faculty Status (GFS). The Associate Chair for Graduate Studies shall serve as the Director of the Graduate Program and shall chair the committee. The committee shall also consist of an Associate Director appointed by the Department Chair, one member appointed by the Department Chair, and two members elected for a one-year term by the Department from the ranks of the faculty entitled to vote. The Department Chair and the Senior Associate Dean for Research and Graduate Studies shall serve as ex officio members of the committee.

Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall make recommendations regarding promotion and tenure of faculty members. Written recommendations shall be made to the Chair, who shall convey them to the appropriate faculty of the Department and officials outside the Department.
2. The Promotion and Tenure Committee shall prepare the 2nd-year and 4th-year progress reports for Assistant Professors, as dictated by University and Departmental Policies. They shall conduct Third-Year reviews of untenured faculty as dictated by University and Departmental Policies, until these are phased out.
3. The Promotion and Tenure Committee shall make recommendations as to the rank and tenure status of new faculty members. The Chair shall then forward these recommendations to the Departmental Faculty for a vote.
4. The Promotion and Tenure committee shall consist of four (4) tenured members of the Department, at least two of whom shall be Professors, and one member of the Department who is not tenured. All members of the Promotion and Tenure Committee shall be Associate or Full Professors. All members of the committee shall be elected by the Department from the ranks of the faculty entitled to vote. A tenured Professor shall serve as chair of the committee. The committee shall elect its own chair on an annual basis. Committee members shall be elected to three-year terms. Their terms shall be staggered so that the term of not more than two (2) committee member(s) expires in any given year. No faculty member may serve on this committee during a year in which his/her own tenure and/or promotion is being considered.

5. Only the tenured members of the committee will make promotion and tenure recommendations for tenure track faculty. The untenured member of the committee will participate in promotion recommendations for non-tenure track faculty.

Equipment and Core Laboratories Committee

1. The Equipment and Core Laboratories Committee shall evaluate and oversee the Departmental core laboratories and common use facilities and shall advise the Chair on the use, maintenance, and ongoing development of these resources.
2. The committee shall consist of a chair, the Associate Chair for Research, one other member appointed by the Department Chair and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote. The Associate Director for Facilities and Operations of the College of Medicine shall be an ex officio member of this committee. The Directors of the Core Labs are not eligible to serve on this committee.
3. The committee shall meet at least quarterly to assess the status, fiscal and otherwise, of the Departmental core laboratories and shall meet, as needed, to address specific issues related to the core laboratories. Once per year the committee will hold a users' group meeting to assess the overall function of the core facilities.

Bylaws and Policy Committee

1. The Bylaws and Policy Committee shall make recommendations to the faculty members on matters of policy and governance.
2. The committee shall consist of a chair and three other members appointed by the Department Chair and one member elected for a one-year term by the Department from the ranks of the faculty entitled to vote.

Other Committees

The Chair, with the advice of the Department Executive Committee, may establish additional committees as needed to conduct the affairs of the Department. The functions and membership of each committee shall be made known to Department members expeditiously upon creation.

IV. Faculty Meetings

1. The members of the Department shall meet in regular session at least quarterly. The dates of the meetings shall be established by the Chair in consultation with the Department Executive Committee and these dates distributed to all members early in the Fall term.

2. Additional, special meetings may be called by the Chair, by a vote of three members of the Department Executive Committee, or by written request of five of the voting members of the Department.
3. The Chair shall preside at faculty meetings. In his/her absence, the Vice Chair shall preside. If both the Chair and Vice Chair are absent, then another voting member designated by the Chair shall preside.
4. The Chair shall be responsible for preparing and distributing copies of the agenda prior to each regular meeting. The agenda for special meetings shall be prepared and distributed by the person or persons who called the meeting.
5. One-half of the voting members of the Department shall constitute a quorum at any faculty meeting.
6. The Department's Administrative Services Coordinator, or designee of the Chair, shall serve as meeting recorder. The meeting recorder will distribute copies of the minutes to all faculty members within one week of the meeting and maintain a proper file of the minutes within the Department.
7. All voting members of the Department (Section 2, above) are expected to attend Department faculty meetings. In addition, one member of the permanent Administrative and Professional (A&P) staff and one member of the permanent University Service Personnel System (USPS) staff may attend the Department faculty meetings as voting members. The permanent A&P and USPS staff shall select representatives to attend faculty meetings on an ad hoc basis.
8. Copies of these bylaws shall be made available.
9. The Department Chair will call for committee nominations prior to the first meeting of the fall semester. Elections of committee members shall take place no later than one week prior to the first meeting of the fall semester. Announcement of the committee memberships will be made prior to the first meeting of the fall semester and service will begin at the end of that meeting.
10. All voting on Department matters will be by secret ballot except by unanimous agreement of the assembly.

V. Changes to the Bylaws

Any three voting members may propose an amendment to these bylaws. A proposed amendment must be made available to all members at least two weeks prior to any scheduled vote on an amendment. To be adopted, an amendment must be approved by two-thirds of the eligible voting members of the Department.

VI. Policies

From time to time, the members will adopt policies to govern particular facets of the life of the Department. These policies and procedures set forth the specifics delineated in the By Laws of the various standing committees of the Department. These policies and procedures differ from the Department Bylaws in that they can be adopted or modified by a simple majority of all members eligible to vote.