

DEPARTMENT OF CLINICAL SCIENCES BYLAWS

Updated March 2011

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.

I. DEPARTMENT MEMBERSHIP

Section 1

Membership in the Department of Clinical Sciences shall consist of:

- 1) Full-time or part-time regularly appointed faculty in non-tenure-earning, tenured and tenure-earning position at the central campus, any regional campus or rural site
- 2) Temporary or part-time appointees, including those serving as instructors, visiting faculty appointees, courtesy appointees, adjunct appointees, postdoctoral fellows, professors emeriti and postdoctoral associates at the central campus or any regional campus or rural site;
- 3) Administrative and Professional (A&P) staff members and University Service Personnel System (USPS) staff members from the central campus only.

Section 2

Faculty with full-time appointments in the Department located at the central campus with non-tenure-earning, tenured and tenure-earning positions shall be defined as the voting members of the Department.

II. DEPARTMENT GOVERNANCE

The Chair

The chair is appointed by and serves at the pleasure of the Dean. Authority and duties of the Chair:

- 1) The Chair shall serve as the chief administrative officer of the department.
- 2) The Chair shall call and preside over faculty meetings and prepare agendas for such meetings.
- 3) The Chair shall appoint for one-year, renewable terms, any other officers needed as deemed necessary to administer departmental affairs.
- 4) The Chair shall establish committees for the conduct of departmental affairs, as provided below.
- 5) The Chair shall regularly report to the Department of Clinical Sciences and the faculty on actions taken in administering departmental affairs.
- 6) The Chair shall be responsible for maintaining a personnel evaluation file for each full-time member of the department and evaluation of service and performance of the faculty member.
- 7) The Chair shall be responsible, with the collaboration of the Senior Associate Dean for Medical Education/Academic Affairs/Chief Academic Officer and the Office of Medical Education, for faculty teaching assignments and for otherwise facilitating and evaluating the performance of the faculty involved in those assignments.
- 8) As principal financial officer, the Chair shall:
 - a. Supervise receipt and expenditure of all moneys;
 - b. In consultation with the Department of Clinical Sciences Committee, prepare an annual operating budget for submission to the Dean.
 - c. Prepare an annual financial report.
- 9) The Chair, in conjunction with the Department of Clinical Sciences Committee, shall supervise and coordinate the recruitment of new members.
- 10) Except when provided for otherwise, the Chair or his/her designee shall serve as the official liaison officer and departmental representative outside the department.

III. STANDING COMMITTEES

Department of Clinical Sciences Committee

- 1) The Department of Clinical Sciences Committee shall be the principal coordinating and governing committee of the department;
- 2) The committee shall consist of the following members:
 - a. The Chair, who shall chair the Department of Clinical Sciences Committee;
 - b. Faculty with full-time appointments in the Department who are voting members of the Department (Section 2).
- 3) The committee shall meet at least every other month.
- 4) A majority of members must be present at a meeting for a formal vote to take place.
- 5) 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. Departmental planning and development.
- 6) The Department's Program Associate, or designee of the Chair, shall serve as meeting recorder and will distribute copies of the minutes to the Clinical Sciences Committee within one week of the meeting and maintain a proper file of department minutes within the department.
- 7) There shall be a standing committee appointed by the Chair for review and recommendations for Faculty Development.
- 8) There shall be a standing committee appointed by the Chair for review and recommendations for faculty mentoring.
- 9) Copies of these By-Laws shall be distributed with the announcement of the first meeting and annually thereafter at the beginning of each academic year.

Promotion and Tenure Committee

- 1) The Chair will appoint committees of members of the Department that will serve as the Promotion and Tenure Committees for the Department of Clinical Sciences.
- 2) The Department Promotion and Tenure Committees shall make recommendations regarding promotion of faculty members according to the promotion and tenure policies of the College of Medicine as stated in the Faculty Handbook. Recommendations shall be made to the Chair, who shall convey them to the College of Medicine Promotion and Tenure Committee.

Faculty Search Committee

- 1) The Chair will appoint a Faculty Search Committee including the chair of the search committee on an as needed basis. The Department of Clinical Sciences Committee shall make recommendations to the Chair on matters relating to faculty recruitments.
- 2) The Faculty Search Committee shall consist of full-time faculty members at the main campus.
- 3) The Department Chair may augment the Search Committee on an ad-hoc basis.

Changes to the By-Laws

Any member of the Department of Clinical Sciences Committee may propose an amendment to these By-Laws. A proposed amendment must be made available to all members of the Department of Clinical Sciences Committee for a vote on an amendment. To be adopted, an amendment must be approved by two-thirds of the eligible voting members of the Department of Clinical Sciences Committee. All voting is by secret ballot.

Other Committees

The Chair, with the advice of the Department of Clinical Sciences Committee, shall establish such 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

- 1) Persons appointed to a faculty position must demonstrate achievements within their disciplines, the capability and continued commitment to be effective teachers and/or researchers and commitment to continuing scholarly activity.
- 2) Upon appointment, the faculty member is informed by the department chair of college and department policies on assignment of responsibilities, evaluation, renewal of appointment, promotion and dismissal, as stated in the Faculty Handbook. Faculty members should also complete the College of Medicine New Employee Orientation Program.
- 3) 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 <http://provost.fsu.edu/sacs>.

General Faculty Departmental Meetings

- 1) Due to the distributive model of the Department of Clinical Science's faculty members at multiple campuses, faculty meetings may be held under special circumstances.
- 2) The Chair shall preside at faculty meetings. In his/her absence, another voting member designated by the Chair, may preside.

V. REPRESENTATIVES TO THE FACULTY COUNCIL EXECUTIVE COMMITTEE

Each year the Department of Clinical Sciences will have two representatives to the College of Medicine Faculty Council Executive Committee, according to the Faculty Handbook.