

Bylaws of the Program in Interdisciplinary Computing

Approved by a two-thirds majority of the faculty August 19, 2009, via secret ballot

1. About the Program in Interdisciplinary Computing

The program in Interdisciplinary Computing (PIC) is a non-degree-awarding program created through collaboration between the College of Arts & Sciences and the College of Communication and Information. PIC is designed to service interdisciplinary computing needs across the University. PIC is not represented in the Faculty Senate.

Vision: *To empower all FSU students to innovate and lead in their respective fields through computing and information technologies.*

Mission: *To fulfill the PIC vision by providing an infrastructure that develops, supports, and promotes a comprehensive range of application-oriented classes that capture and effectively deliver current and emerging computing and information technology needs and trends across disciplines.*

2. Membership

PIC is governed through a collaborative effort of its faculty influenced by its steering committee. The voting membership consists of all faculty assigned to PIC in a full-time capacity by the Dean of the College of Arts and Sciences.

3. Administration

3.1 Program Director

The program director is the chief administrator of the program and is appointed by the Dean of the College of Arts and Sciences. All other program administrative positions and committees will be appointed by the program director. The program director will ensure that the voting membership is involved and informed on matters of policy.

The program director is responsible for annually making Assignments of Responsibilities, and writing annual calendar year evaluation letters. The Annual Evaluation by the director will take into account the results of the peer evaluation performed by the voting membership. For faculty members who have not reached the highest rank in a promotional ladder, the Annual Evaluation letter shall include an appraisal of progress toward promotion.

3.2 PIC Steering Committee (PSC)

The PSC consists of persons appointed by Deans of Colleges participating in PIC in consultation with the PIC Program Director from a broad range of academic units at Florida State University. The PSC is governed by its own set of bylaws and shall support the goals of PIC by:

1. Proposing, defining, and approving courses and their content recommended for the PIC Program;
2. Evaluating the needs of the University in terms of computing and information technology course offerings;
3. Advising the PIC Program Director on criteria, policies, requirements, procedures, and other matters as appropriate for PIC operations; and
4. Executing *ad hoc* duties as necessary to maintain the PIC Program's operations.

4. Faculty Meetings and Voting

The director shall schedule faculty meetings to discuss curriculum recommendations, faculty recruitment, criteria for promotion, criteria for merit, program review, and other issues. Minutes will be kept and shall be made available to members. At the request of any voting member, Robert's Rules of Order shall be invoked.

Except where these Bylaws specify a different procedure, decisions made by the faculty will be by a vote conducted at a faculty meeting, by letter ballot, or by e-mail ballot. For a faculty meeting, a majority of the Voting Membership that are eligible to vote on the measure under consideration constitutes a quorum, and passage of a measure requires a majority of the Voting Membership that is present and eligible to vote on the measure. Passage of a letter or e-mail ballot requires a majority of the Voting Membership that is eligible to vote on the measure. Except where these Bylaws specify differently, all the Voting Membership is eligible to vote.

5. Committees

Committees may be formed to address issues and carry out actions required of the PIC faculty such as faculty evaluation, and new faculty recruitment. The formation of committees and the makeup of their membership will be voted on by the voting membership.

6. Promotion and Merit

PIC faculty with favorable evaluations shall be put forth for promotion to the next faculty rank by meeting the requirements set forth in the Faculty Handbook. Criteria for promotion and merit are provided in the College of Arts and Science Bylaws. Each PIC faculty member shall provide a report of Evidence of Performance in teaching, research, and service coinciding with his or her Assignment of Responsibilities. A review of each faculty member's Evidence of Performance, along with an up-to-date Curriculum Vitae, course materials and grade statistics, and student evaluations, shall be peer reviewed. Each faculty member's peer review is carried out by the PIC faculty, or a Faculty Evaluation Committee elected by the faculty. Peer reviews are used by the director in creating each faculty member's Annual Evaluation. Based on annual evaluations, and with input from those involved in the evaluation process, the program director shall recommend faculty to the Dean for merit raises when available. The Program Director reports to, and is evaluated by, the Dean of Arts and Sciences.

7. Amendments

1. These Bylaws may be amended at any meeting of the PIC voting membership called by the Program Director where a quorum exists.
2. A two-thirds majority vote is necessary to enact an amendment to the Bylaws.
3. Voting on amendments to these Bylaws shall be by secret ballot.
4. Where possible, proposed amendments shall be provided to each member of the PIC voting membership at least two weeks prior to the meeting at which voting is to occur. This advance notice requirement may be waived by a two-thirds majority vote.
5. Without revision, the bylaws must be revalidated by a two-thirds majority of the voting members five years from the date of the previous approval.