

Bylaws of the Program in Interdisciplinary Computing

Approved 2/6/2014

These program bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.

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 and activities to promote the innovative use of computing and information technologies across disciplines.*

2. Membership

PIC membership consists of the director, full-time specialized teaching faculty members whose lines are assigned to PIC, adjunct faculty assigned to PIC, faculty serving on the PIC Steering Committee, staff and OPS employees, and students assigned as teaching assistants and office assistants. 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 Deans of FSU Colleges.

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>.

3. Program Governance

3.1 Program Director

The program director is the chief executive officer 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 faculty 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. Proposing activities, initiatives, and events to foster cross disciplinary and interdisciplinary engagement around computing and technology,
4. Advising the PIC program director on criteria, policies, requirements, procedures, and other matters as appropriate for PIC operations; and
5. Executing *ad hoc* duties as necessary to maintain the PIC program's operations.

4. Faculty Meetings and Voting

The director shall schedule faculty meetings as needed, or by request of a faculty member, 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.

a. Faculty Recruitment and Selection Committee

This "committee of the whole" is assembled when a PIC faculty line is added, or becomes available. The committee works to determine and recruit attractive candidates to fill needs within the program and selects candidates for interview once the application period closes. After the interview process concludes, the committee identifies the best candidates for the position in the form of an ordered list, and makes a recommendation to the Director.

b. Faculty Evaluation Committee

This "committee of the whole" is assembled annually to review faculty candidates due for promotion and merit raises when available according to the policies stated below. The FEC makes recommendations for promotion and merit to the director, who forwards them to the dean. If the director's recommendation differs from that of the FEC, both recommendations are provided to the Dean.

6. Evaluation, Promotion and Merit

a. Evaluation

PIC faculty are evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities (AOR). The calendar year annual evaluations are performed by the FEC and director after consultation of peers (same rank or above).

Per the FEC Procedures effective January 1, 2013, Faculty Annual Evaluations will occur during the spring semester of each year and will take into account the weighted performance based on the assigned duties (AOR) over the past year.

Faculty shall maintain a promotion binder consisting of:

- i. current professional vita,
- ii. assignment of responsibilities,
- iii. annual evaluations letters,
- iv. letters of recommendation,
- v. a list of courses taught, enrollment, and grade distribution for each course,
- vi. a summary of the results of the polls of student perceptions of teaching,

The FEC and director reviews each faculty member's promotion binder as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form, and will attach the required annual evaluation narrative, indicating one of the five performance rating categories below. For faculty who are meeting expectations, there are three categories:

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 in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

Substantially Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

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.

A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a “Does Not Meet FSU's High Expectations” rating.

b. Promotion and Merit

PIC Specialized Teaching Faculty may be promoted through three levels based on meritorious performance of assigned duties. Promotion decisions shall take into account the following:

- i. Annual evaluations
- ii. Annual assignments
- iii. Evidence of sustained effectiveness
 - a. Evidence of well-planned and delivered courses
 - b. Summaries of data from Student Perceptions of Teaching (SPOT) questionnaires
 - c. letters from faculty members who have conducted peer evaluations of the candidate's teaching
 - d. ability to teach multiple courses within a discipline/major
 - e. other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction

Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

Faculty members seeking promotion shall work with the program Director to prepare a promotion binder to submit through the approval process ending with the President or designee. The promotion binder shall include:

- i. professional vita,
- ii. assignment of responsibilities (AOR) for all years leading up to promotion,
- iii. annual evaluations,
- iv. annual letters of appraisal of progress toward promotion from the Director,
- v. letters of recommendation,

- vi. a list of courses taught since appointment to the rank from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course,
- vii. a summary of the results of the polls of student perceptions of teaching shall also be included for each course,
- viii. two or three letters from faculty members, besides the department/unit chair, who have conducted a peer evaluation of the candidate's teaching,
- ix. and may include evidence of other considerations

The director after consultation of peers (above the current rank of the specialized faculty faculty under consideration) will forward the positive recommendations to the Dean. Specialized faculty members at ranks beneath the highest rank for which they are eligible receive yearly letters about progress towards promotion.

Based on annual evaluations, and with input from the FEC, 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.