

Bylaws for the Emergency Management and Homeland Security Academic Program at Florida State University

These are the bylaws for the Emergency Management and Homeland Security Academic Program at Florida State University. These bylaws were last approved on **29 April 2022** by a majority of the applicable voting members of the Emergency Management and Homeland Security program and on **29 August 2022** by the Office of Faculty Development and Advancement.

Preamble

The Mission of the Emergency Management and Homeland Security (EMHS) Academic Program (hereafter referred to as the Program) at Florida State University is to provide world-class education and research regarding emergency and disaster management, integration of Unmanned Aircraft Systems into disaster management, and the U.S. Intelligence field.

The Program has the following specific objectives:

- Administer the graduate and undergraduate Certificates in Emergency Management and Homeland Security (EMHS).
- Administer the graduate and undergraduate Certificates in U.S. Intelligence Studies (USIS).
- Administer the graduate and undergraduate Certificates in Unmanned Aircraft Systems (UAS).
- Perform relevant academic research on topics including public administration and management, risk communication, and emergency and disaster management.
- Create and maintain “cutting edge” Centers, including the Center for Disaster Risk Policy and applicable distance learning centers.
- Support and encourage student engagement in disaster management activities on campus and in local communities.
- Participate in exchanges and conferences to share and partner with new researchers.

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. Any faculty member, including the Director, may call for a meeting for the purpose of revising the bylaws. All existing faculty members must attend the meeting as able. All existing faculty members must vote and a majority vote is required for any revisions.

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 Program shall consist of those persons holding full-time appointments at the rank of Faculty. This shall include--but not limited to--all Teaching, Research, and Service Faculty positions.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of the Program:

- i. Postdocs, if any, hired by the Program.
- ii. Those staff members serving in the A&P roles of academic program specialist, program coordinator, and media specialist. In addition, those in the OPS roles of instructional assistant, research assistant, teaching/classroom assistant, and course mentors.
- iii. Graduate Teaching Assistants, if any, hired by the Program.

C. Faculty Voting Rights. All faculty as defined in II.A have voting rights where applicable.

D. Non-faculty Voting Rights. None of those members defined in II.B have voting rights except in their roles in established committees.

III. Organization and Governance

A. Faculty Meetings. The Director should hold monthly faculty meetings as they are able. The Director should give an annual report to the faculty reviewing budgets, enrollments, Program achievements, ongoing projects, and any future goals. Any faculty member can call for a faculty meeting by informing the director and all other faculty members via inter-office communication.

B. Director Selection. The Director is selected by the Program faculty per the "Identification and Determination of the Director Position" policy (Appendix A)

C. Leadership and Committees.

Program Director: The Director of the Program is responsible to the Dean of the College and to the faculty of the Program. Their primary duties include:

1. The Program Director serves as the administrative officer of the Program, with the advice and consultation of Program faculty and senior staff.
2. The Director establishes ad hoc committees for the conduct of Program affairs and projects as needed, unless otherwise outlined in specific policy memos.
3. The Director coordinates and oversees record-keeping, communications, functioning of office staff, Program publicity, and all budgets. Budgets include contract and grants accounts (C&G), FSU auxiliary operations, Education and General Funds (E&G), recovered indirect costs (SRAD) and other accounts (FSU Research Foundation, etc.) of the Program.
4. The Director presides over Program faculty and staff meetings.
5. The Director makes an annual report of Program activities and plans for the future.
6. The Director serves as principal financial officer of the Program, supervises receipts and expenditures of all monies, prepares an annual budget, and prepares an annual final report as part of the annual Program report.
7. The Director coordinates course scheduling and supervision.

Deputy Director: In order to maintain continuity of leadership the Program must have both a Director and a Deputy Director. In the event of the inability of the Director to perform their duties the Deputy Director will serve as Acting Director until either the Director can return to duties or a new Director can be voted in.

In addition to their required duties as Faculty the Deputy Director's duties include, but are not limited to:

1. *Service on various committees.*
2. *Assisting the Director in their duties as needed and/or as delegated.*
3. *Acting in a proxy role for the Director as required.*

The Deputy Director is selected by the Director and serves for the same terms as the director.

The Policy Committee:

1. The Policy Committee will serve at the pleasure of the Director with the Deputy Director as chair. The Policy committee will have four voting members made up of two faculty members, and two staff members. The Chair may propose or offer changes to policy proposals. The Chair will vote to break any ties.
2. The policy committee members shall be elected by the faculty in a majority vote for three-year terms, with no more than two terms served consecutively. The Policy Committee shall meet as needed.

The Personnel Committee: The Committee shall determine the need for new faculty and staff, and will be part of any hiring procedures including drafting of job requirements and evaluation of candidates.

1. The Personnel Committee will consist of at a minimum four members, three faculty members to include the Director, the Deputy Director, and one additional faculty member, and one staff member. Additional participants may be appointed or volunteer as appropriate, with the final committee being decided by the Director.
2. The Personnel Committee will serve on an as needed basis based on job openings.

The Faculty Promotion Committee: The promotion committee of the department/unit reviews the binders of prospective candidates in that department, recommends action on the nomination of each candidate by secret vote, and prepares a report of the committee's recommendations.

1. The Faculty Merit and Promotion Committee will be composed of all those Faculty members not currently being considered for promotion.
2. The Director's evaluation, promotion, or raises will be determined by the Dean.
3. Any merit or discretionary raises will be determined by the Director, if funds are available

Curriculum Review Committee: The purpose of this committee is to ensure the quality and consistency of all courses taught by EMHS faculty and adjuncts.

1. The Curriculum Review Committee will be composed of at least two faculty members, the Deputy Director, and the Director. The two non-leadership faculty members will serve for a three year term, with renewal as needed.
2. The committee is charged with:
 1. Reviewing courses applying for permanent numbers to ensure their successful acceptance.
 2. Engage in a once-a-year review of at least one existing course taught by the Program. Each course should be reviewed at least once in every five calendar years. This review should be done for the purposes of a) constructive feedback on the course, and b) ensuring the course and materials meet existing Program and FSU expectations and requirements.

D. Faculty Recruitment. The faculty recruitment process will be executed by following the "Faculty Recruiting Guidelines" and "Search and Selection Overview" as defined by FSU's Office of Human Resources.

The process will be initiated by the Director and Personnel Committee who will serve as described above. Final hiring decisions will be made by the Director after consultation with all existing faculty members.

E. Unit Reorganization. Any faculty member, including the Director, may call for a meeting for the purpose of unit reorganization. All existing faculty members must attend the meeting as able. All existing faculty members must vote and a 2/3 majority vote is required for the initiation of any changes

F. Sexual Misconduct Policy. Given the mission of EMHS both within the University and its role of public trust within the community and state, EMHS employees may never use their position to negatively coerce or influence another. Protecting both the students we support, and the integrity of the EMHS and FSU reputation, is paramount in the personal conduct expected of all employees.

In accordance with the Florida State University Sex Discrimination and Sexual Misconduct Policy, sexual harassment / advances by any EMHS employee (faculty or staff member) toward another employee or student that negatively affects either the workplace or academic environment constitute an unlawful practice. Unsolicited or unwelcome physical or verbal behavior of a sexual nature, which has the purpose or effect of creating an atmosphere of intimidation, is a violation of both University and EMHS policy.

Any sexual relationship between EMHS faculty/instructors and a student of the University is expressly prohibited. (Situations where spouses or significant others are enrolled as students may be an exception but must be identified to the EMHS Director beforehand). Discovery of an improper relationship between EMHS personnel and a student may be grounds for immediate dismissal.

IV. Curriculum

Faculty are expected to annually review, update, and successfully execute the curriculum assigned to them as Instructors of Record. Additional review will be done by the Curriculum Review Committee as outlined in IIIC.

V. Annual Evaluation of Faculty on Performance and Merit (if applicable)

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

B. Criteria for Evaluation of Specialized Faculty. These criteria can be found in Appendix B, titled “Evaluation Criteria for Faculty Annual Evaluations”

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. Faculty members wishing to be considered for promotion are required to have had five peer reviews since their previous promotion or time or hiring, whichever occurred most recently. Faculty are able to request peer reviews from any Program faculty members, but most include at least one from a faculty member in a terminal position. Faculty are encouraged to seek at least one evaluation from a faculty member outside of the Program and/or one external to the University.

C. Criteria for Promotion of Specialized Faculty. These criteria can be in Appendix C, titled Faculty Promotion Criteria and Committee

Appendix A - Identification and Determination of the Director Position

In order to maintain continuity of leadership the EMHS Program must have both a Director and a Deputy Director. In the event of the inability of the Director to perform their duties the Deputy Director will serve as Acting Director until either the Director can return to duties or a new Director can be voted in.

The Director of the EMHS Program is responsible to the Dean of the College and to the faculty of the Program. The Director is responsible for making faculty and staff assignments after consultation with germane members, and for office management of faculty and staff. After consultation with faculty and staff, the Director shall act for the Program on matters such as appointments, promotion, salary, curriculum, and allocation of resources.

The EMHS Director should serve no more than two consecutive, five-year terms. Previous Directors may serve as Director for more than ten years, but not consecutively.

New Directors should be nominated from the pool of existing EMHS faculty.

The nominated Director will be voted on by EMHS faculty with a simple majority vote obtained using a secret ballot in a general faculty meeting.

- If a majority cannot be reached the vote will be delayed until the start of the following semester.
- In the case of multiple nominations the director will be determined by the majority vote.
- In the event of a tie, the Director vote will be delayed until the start of the following semester.
- If abstentions and nay-votes constitute the majority the Director is not approved
 - A subsequent vote, ideally with new nominations, will occur at the start of the following semester.

The Deputy Director is selected by the Director and serves at their discretion for the same terms as the director.

Appendix B - Evaluation Criteria for Faculty Annual Evaluations

In order to better standardize the annual faculty evaluations the current Policy Committee created the criteria and metrics on the following pages February 15, 2021. These are to be used by Deputy Director and Director for completing annual evaluations of faculty, with consultation and feedback from the faculty themselves.

The criteria are divided into the Specialized Faculty AOR tracks of Teaching, Research and Creative Activity, and Service.

Teaching: The purpose of teaching is to impart knowledge to and develop the skills of our students in their respective fields of study. Evidence of the effectiveness of teaching is shown in student course evaluations. This can also be supplemented with additional, optional criteria found after the table.

AOR Area - Teaching/Instruction	Rating
SPCI evaluations of <80% Excellent (5), Very Good (4) and Good/Satisfactory(3) on Overall Assessment of Instructor over academic year (i.e., average of all courses taught).	0 - Does Not Meet FSU's High Expectations
SPCI reflect ≥80% of Excellent (5), Very Good (4) and Good/Satisfactory(3) on Overall Assessment of Instructor for the year (i.e., average of all courses taught).	1 - Meets FSU's High Expectations
SPCI reflect 80-89% of Excellent (5) and Very Good (4) on Overall Assessment of Instructor for the year (i.e., average of all courses taught).	2 - Exceeds FSU's High Expectations
SPCI reflect ≥90% of Excellent (5) and Very Good (4) on Overall Assessment of Instructor for the year (i.e., average of all courses taught).	4 - Substantially Exceeds FSU's High Expectations

*Low completion rates of student SPCI evaluations may be taken into account

Supplementals can be used by the evaluator to adjust the final scores to include efforts not reflected in student evaluations. These include, but are not limited to:

1. Teaching awards given or nominated by programs at FSU
2. Comments submitted by students to official portals, director(s), and professionals.
3. The creation of new courses to be taught in the program
4. Observations by peers
5. Contributions to the academic field

1. Papers presented at academic or professional conferences
2. Published work in academic journals
3. Public/Private sector sponsored reports relevant to an instructor's expertise
6. Student Advising and Mentorship, advancing student professional development

Research and Creative Activity: The purpose of research and creative activity is to discover and develop deeper understandings of knowledge with direct or indirect applicability to academic disciplines offered at FSU. Scholarship/research is developed through the communication of knowledge through a variety of publications, media and oral presentations. The following evidence may be considered in the evaluation process.

AOR Area - Research & Creative Activity	Rating
Did not complete duties as assigned Performed zero research or creative activities for the period under review.	0 - Does Not Meet FSU's High Expectations
Attending and participating in a conference (not presenting)	1 - Meets FSU's High Expectations
Supervising student project(s) within courses taught Supervising student research; either through DIS or paid research projects	
Publishing non-peer reviewed reports, papers (i.e. white papers) articles, chapters, books, etc. related to field of study	
Publishing in magazines, newsletters, media outlets related to field of study	

Presenting at a conference (poster, paper presentation, etc.)	<p>2 - Exceeds FSU's High Expectations</p> <p>If reviewed faculty complete three (3) or more separate activities that are a 2 rating this would equal a rating of 4.</p>
Serving/Chairing a committee for honor's thesis, master's thesis or dissertation	
Supervising or conducting research outside of courses taught	
Serving as a discussant for a conference presentation	
Book or chapter review for textbook publisher	
Publishing peer reviewed reports, papers (ie white papers) articles, chapters, books, etc. related to field of study	
≥Third authorship on a peer-reviewed journal article	
PI/Co-PI of an extramurally funded research grant (<\$50,000 per year)	
PI/Co-PI for research conducted at trainings	
Co-developer or major contributor to an externally funded grant proposal.	
PI/Co-PI for research conducted on deployments	

First or second authorship on a peer-reviewed journal article	4 - Substantially Exceeds FSU's High Expectations
Lead author of a technical report or manual used in the industry	
Testimony as a technical or academic expert before political or administrative leadership bodies (ie Senate Hearings)	
Serving as editor or guest reviewer for scholarly journals (peer review)	
Organizer for a national/international conference (host or service on planning committee)	
Author/editor of scholarly book, text book, or manual by a major publisher	
PI/Co-PI of an externally funded research grant (> \$50,000 per year)	

Supplementals can be used by the evaluator to adjust the final scores to include efforts not reflected in the above:

1. Creation of research White Papers
2. Research field work to include:
 1. Public/Private sector sponsored reports relevant to an instructor's expertise
3. Design, development and creation of research tools

Service: The purpose of service is to facilitate the accomplishment of departmental, university, community and professional goals. Service incorporates activities which are not considered the teaching or research and other creative activities categories. The following evidence may be considered in the evaluation process. The list is not considered exhaustive, nor is the listing of evidence in priority order.

AOR Area - Service	Rating
Did not complete duties as assigned.	0 - Does Not Meet FSU's High Expectations
Serving as advisor for student organizations	1 - Meets FSU's High Expectations
Serving as an advisor for Garnet and Gold Scholar Society	

Developing promotional materials for program, department or university		
Participating in COSSPP, Graduate School, and other events representing the program		
Completing agreed upon (in AOR meeting) recruiting activities to neighboring schools		
Recruiting at Professional Conferences or Via Printed Articles in Professional Publications		
Completing recruiting visits outside of agreed upon activities in AOR meeting	<p>2 - Exceeds FSU's High Expectations</p> <p>If reviewed faculty completes three (3) or more separate activities that are a 2 rating this would equal a rating of 4</p>	
Serving as member of FSU, department or college/university committees		
Serving in professional groups (local, regional, national) as officer, board member, committee member, etc. related to your field		
Providing presentation to community, civic, governmental or other external organizations		
Serving as representative of department, college or university at professional meetings		
Special recognition by professional organizations		
Assuming administrative duties, such as serving as a program coordinator or a center director for less than six months		
Serving as leader of FSU, department, college or university committees in which services lasts less than six months		
Serving on an EMHS internal committee		
Assuming administrative duties, such as serving as a program coordinator or a center director for longer than six months		<p>4 - Substantially Exceeds FSU's High Expectations</p>
Providing testimony on professional matters to legislative bodies		

Serving as leader of FSU, department, college or university committees in which services lasts longer than six months	
Serving as faculty coordinator	

Supplementals can be used by the evaluator to adjust the final scores to include efforts listed, but not limited to, those below:

1. Professional service/consultation/volunteer category. To include things such as field deployments, SMEs, and service to local/state/federal EM deployments, activations, and professional development.
2. List any service activities that are done in addition to activities listed in and agreed upon in the faculty member's AOR, apply a value. The activities listed in the above table represent examples of service, and are based on guidelines for Service Activities described in "Successful Faculty Performance in Teaching, Research and Original Creative Work, and Service" (Sampson, Driscoll, Foulk & Carroll, April 26, 2010, pages 14-15) as provided by the dean of the Faculties Office of Florida State University.

Faculty Responsibilities in Evaluation:

1. Provide a list of each activity completed in the Faculty Self-Evaluation Form. Faculty members may include activities that fit within Service Activity guidelines, and those that are not included in the table.
2. Based on the activities and descriptions given, denote the level of merit attained for this area: "Meets FSU's High Expectations" (a value of "1"), "Exceeds FSU's High Expectations" (a value of "2") or "Substantially Exceeds FSU's High Expectations" (a value of "4"). This will be done in the Faculty Self Evaluation Form provided to faculty.
3. **Final Calculation of Merit:** The final calculation of merit will be done in the Score Summary Section of the Faculty Self-Evaluation form which is in compliance with Appendix F from the Bargaining Agreement-Annual Evaluation Form and is done as follows:
 - a. On the score summary, the faculty member refers to the percentage of time spent on each category (i.e., Teaching, Research and Other Activity, Service, and Other) as set in that faculty member's annual AOR.
 - b. Under each category, the faculty member denotes the level of expectation met. A category (such as "Other") given "0%" on the AOR for average time spent would be marked as "Not Observed" in the Annual Evaluation Form completed by administration.

- c. Consistent with FSU’s scoring guidelines, for this calculation “Meets FSU’s High Expectations” is given a value of “1,” “Exceeds FSU’s High Expectations” a value of “2,” and “Substantially Exceeds FSU’s High Expectations” a value of “4.”
- d. To obtain an overall merit number, the score for each category is multiplied by its corresponding percentage of average time spent. An example is on the following page.

Overall Merit Number example:

Category	Average AOR Percentage Across all Semesters	Score (0, 1, 2, or 4)	Calculation (Score multiplied by %)
Teaching	75%	4	3.0
Research & Creative Activity	15%	2	0.3
Service	10%	1	0.1
Other	0%	---	0
Overall	100%		3.4

Overall Performance score will be rounded to the nearest whole number (0, 1, 2, or 4). This person would receive a 4 or “Substantially Exceeds FSU’s High Expectations”

Refer to the Faculty Self Evaluation form for the determination of your Final Merit Rating Score and the Sample Faculty Self Evaluation form as a guide for determining this score and subsequent final merit rating of “Meets FSU’s High Expectations,” “Exceeds FSU’s High Expectations,” “Substantially Exceeds FSU’s High Expectations” or “Does Not meet Standards/Official Concern.”

Appendix C - Faculty Promotion Criteria and Committee

Specialized Teaching Faculty I to II

Candidates for promotions to Teaching Faculty II will have met all the College and University requirements for promotion and shall show:

- 1) Evidence of well-planned and delivered courses.
 - a) Courses where the instructor is listed as the Instructor of Record (IOR) shall meet or exceed all University guidelines
 - b) Courses where the instructor is listed as the IOR should have Curriculum Request Application (CRA) approval, or be in the process of seeking this approval.
- 2) Summaries of data from Student Perception of Courses and Instructors (SPCI).
 - a) Course evaluations for each year, in the courses when the instructor is listed as IOR, must have an cumulative average of at least 75% of respondents replying with a score of at least 4 in a scale ranging 1-5.
 - i) If the evaluation scoring method is changed in the future the Promotion Committee will adjust the required score(s).
 - ii) Evaluations will only be counted if they are automatically reported through the FSU system, meaning those courses with low response rates will not be included.
- 3) Letters from faculty members who have conducted peer evaluations of the candidate's teaching.
 - a) Faculty members wishing to be considered for promotion are required to have had five peer reviews since their previous promotion or time of hiring, whichever occurred most recently. Faculty are able to request peer reviews from any Program faculty members, but must include at least one from a faculty member in a terminal position. Faculty are encouraged to seek at least one evaluation from a faculty member outside of the Program and/or one external to the University.
- 4) Proven ability to teach multiple courses within a discipline/major.
 - a) This is achieved by meeting the required FTE-load each semester.
- 5) 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.
- 6) Have successfully served on student focused committees (HITM, thesis committees, comprehensive exams, etc).
- 7) Have contributed in a meaningful way to projects, curriculum, or and events that enrich the program.
- 8) Have served as a peer reviewer in annual course evaluations at least once.

Specialized Teaching Faculty II to III

Candidates for promotions to Teaching Faculty III will have met all the College and University requirements for promotion and shall,

- 1) Serve on a college or university committee for minimum of 2 years
- 2) Lead or develop projects, internships, new programs or any other programmatic enhancement.
- 3) Provide clear evidence of subject mastery. This can be through lectures, media appearances, conference participation, publications etc.

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 a minimum of two 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. These are present in Appendix B

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) Other research related activities such as those described in Appendix B.

Ranks

- 1) Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
- 2) Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
- 3) Promotion to the third rank in each track shall be based on recognition of superior performance in the areas of assigned duties.

Promotion Process

- 1) Recommendations for promotion begin with the EMHS Director and are submitted to the appropriate officials for review.
- 2) The EMHS Director may not withhold a faculty member's materials from review should the faculty member wish to be considered.

- 3) Each department considers all faculty members who are eligible for promotion each year. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, is 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.
- 4) 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.
- 5) All faculty members are informed of their prospective candidacy. 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 departmental committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the related portions of the Collective Bargaining Agreement.
- 6) The promotion committee for specialized faculty reviews the binders of prospective candidates in that department, recommends action on the nomination of each candidate by secret vote, and prepares a report of the committee's recommendations.
- 7) In addition to the departmental committee, the department chair (or equivalent administrator) independently reviews the binders of all prospective candidates in that department and recommends action on the nomination of each candidate by submitting to the dean a report of the departmental committee recommendations and the chair's recommendations on all submitted binders.
- 8) Prospective candidates will be informed of the recommendations at each level of review in writing. 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 chair and dean, the Office of the Vice President for Faculty Development and Advancement.
- 9) Once the departmental committee and department chair and/or supervisor have reviewed the binder, the director, dean, or vice president 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 the Vice President for Faculty Development and Advancement.
- 10) The dean may place a letter of evaluation on the record of achievement as reflected in the binder.
- 11) The Office of the Vice President for 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.

12) 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 all required portions of eBinder as provided by the Office of Faculty Development and Advancement.

--- BYLAWS AND APPENDICIES END ---