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 14 October 2026 by a majority of the applicable voting members of the Emergency Management and Homeland Security program and on 27 October 2026 by the College of Social Sciences and Public Policy and 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 undergraduate degree in Emergency Management and Intelligence Studies
- 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 at their discretion 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 three voting members made up of two faculty members outside of the chair, and one staff member. The Chair may propose or offer changes to policy proposals, but the committee will have the final vote.

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

Annual Evaluation Committee: This committee will review the annual evaluation binder submitted by each faculty member. The committee will review the binder and advise the Director.

1. The committee will be led by the Deputy Director. Two other faculty members will serve each year. The existing faculty will cycle through the committee with a two-year term, and no faculty member--other than the Deputy--will serve consecutively unless no other faculty 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,

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:

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

Criteria for Evaluation of Tenure-Track Faculty. At the time of these bylaws being passed the Program does not have any tenure or tenure-earning Faculty. If said Faculty are added to the Program in the future criteria for their evaluation will be added to Appendix B, titled "Evaluation Criteria for Faculty Annual Evaluations."

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. This may be combined with their annual evaluation letter.

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 of 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, four-year terms. Previous Directors may serve as Director for more than eight years, but not consecutively.

New Directors should be nominated from the pool of existing EMHS faculty and approved by the Dean of the College.

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. This nomination will then be provided to the Dean of the College for their ultimate approval.

- 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.
- If the faculty's nomination is subsequently rejected by the Dean of the College, then a new vote will be held. The rejected candidate will not be considered eligible for nomination.

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

Annual Evaluation of Faculty. Each faculty member's performance will be evaluated by the Director relative to his or her assigned duties. As part of the annual evaluation process, each faculty member will be evaluated across the entirety of their assignment of responsibility by the Annual Evaluation Committee. The resulting peer evaluation will follow all applicable rules contained in the Faculty Handbook and Collective Bargaining Agreement regarding faculty evaluations. The evaluations will be focused on providing constructive feedback to the faculty member under review and will take the form of a memorandum written to the Director and shared with the faculty member being evaluated. The resulting peer evaluation will become part of the evidentiary record considered by the Director when completing the faculty member's annual evaluation.

Each faculty member's performance will be rated annually using the following university rating scale:

Exceeds Expectations (4): Describes a specialized faculty member who, over the course of the evaluation period, demonstrated consistent superior performance within their AOR.

Meets Expectations (2): Describes a specialized faculty member who, over the course of the evaluation period, demonstrated consistent effective performance within their AOR.

Official Concern (1): Describes a specialized faculty member who, over the course of the evaluation period, demonstrated difficulty in completing their assigned AOR consistent with the expectations of the program and the University.

Does not Meet Expectations (0): Describes a specialized faculty member who, over the course of the evaluation period, failed to meet the expectations of their AOR consistent with the expectations of the program and the University.

Teaching

Excellence in teaching is demonstrated using the following tools and evidence, given in no particular order or value in the annual binder:

- Peer evaluations of teaching are completed during each of the Fall and Spring semesters. These evaluations will follow all applicable rules in the Faculty Handbook and Collective Bargaining Agreement regarding peer visitation evaluations. The evaluations will be focused on providing constructive feedback on the faculty member's effectiveness as a teacher. If the peer evaluations indicate persistent problems, the instructor is expected to generate a teaching improvement plan with the assistance of the Director and any faculty members the instructor requests.
- The number, size, and rigor of courses taught both online and in the classroom during the evaluation period. This includes the creation of new courses.
- Standardized evaluation scores for courses taught both online and in the classroom

during the evaluation period. The nomination and earning of teaching awards.
- Membership on student committees. This includes, but is not limited to, undergraduate Honor Theses.
- Evidence of student mentorship. This includes, but is not limited to, UROP participation, DIS offerings, and professional/internship development.
- Development and implementation of innovations in teaching and learning. This includes, but is not limited to, presentations at teaching conferences, development of new assessments, new teaching tools, and QM certification for courses.
- Other teaching efforts not listed above but approved by the Director for inclusion in the annual binder.

Research and Creativity

Excellence in research and creative activity is demonstrated using the following tools and evidence given in no particular order or value in the annual binder:

- Supervising student projects and research. This includes, but is not limited to, work in labs, field deployments, and research outside of the classroom.
- Presentation of research at academic and professional conferences. Leading and/or sitting on panel discussions is also considered. Presentations and/or advising political, stakeholder, administrative, or professional bodies is also considered.
- Training professionals in the field, on deployments, and/or in workshops.
- Publishing peer-reviewed work. This includes, but is not limited to, work in journals, textbooks, and manuals.
- Publishing non-peer-reviewed work. This includes, but is not limited to, white papers.
- PI/CopPI for research work and/or grant work. Significant programs–measured in impact/monetary value/contribution/effort/etc.–will carry more impact.
- Development of new technologies in the relevant professional or academic fields.
- Other research and creative efforts not listed above but approved by the Director for inclusion in the annual binder.

Service

Excellence in service is demonstrated using the following tools and evidence given in no particular order or value in the annual binder:

- Serving as an advisor for student organizations.
- Promotion of the program, including recruiting students. This includes, but is not limited to, developing promotion and/or recruiting materials, attending University or other meetings/conferences, and staffing tabling events.
- Serving on committees. This includes committees at the program College, University, and governmental levels.
- Creating student opportunities. This includes, but is not limited to, conferences, internships, professional opportunities, and University programs, and facilitating speakers/dignitary visits.
- Serving the program as the Director or Deputy Director.
- Assisting with the critical functions of the program. This includes, but is not limited to, course management, HR responsibilities, budgeting, and other administrative

duties.

- Other service efforts not listed above but approved by the Director for inclusion in the annual binder.

Faculty Responsibilities in Evaluation:

1. Provide a list of each activity completed in the evaluation period that align with the expectations of their AOR(s) listed above. Faculty members may include activities that are not included in the standard list but were approved by the program Director.
2. Based on the activities and descriptions given, denote the level of merit they believe they have earned for the evaluation period using the standard values of: “Does Not Meet FSU’s High Expectations” (a value of “0”), “Official Concern” (a value of “l”), “Meets Expectations” (a value of “2”) or “Exceeds Expectations” (a value of “4”).

Final Calculation of Merit:
The final calculation of merit will be done using the Annual Evaluation Summary Form which is in compliance with Appendix F from the 2025-2028 Bargaining Agreement-Annual Evaluation Form and is done as follows:

1. To obtain an overall merit number, the score for each category is multiplied by its corresponding percentage of average time spent. An example follows:

Overall Merit Number example:

Overall Performance score will be rounded to the nearest whole number for the valued 0, 1, or 2. In order to achieve a 4 the overall score must be equal to or greater than 3.25. This person would receive a 4 or “Exceeds Expectations”

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

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).
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 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.
4) Proven ability to teach multiple courses within the EMIS degree and/or related majors/disciplines.
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 ---