

By-Laws

Updated May 1, 2015

A. Mission Statement

The Mission of the Emergency Management and Homeland Security Program (the Program) is to provide world-class education and research regarding emergency and disaster management.

The Program has the following specific objectives:

- Administer the graduate and undergraduate Certificate Program in Emergency Management and Homeland Security (EMHS).
- Administer the graduate and undergraduate Certificate Program 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' distance learning programs.
- Support and encourage student engagement in disaster management activities on campus and in local communities.
- Participate in international exchanges and conferences to share and partner with new researchers.

B. Structure

The Program is located within the College of Social Sciences and Public Policy, and is affiliated with the Askew School of Public Administration and Public Policy.

In addition to faculty, the Program shall maintain an appropriate amount of staff personnel, including distance learning mentors, to support research and education objectives.

C. Program Director

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 is selected by the EMHS faculty per the "Identification and Determination of the Director Position" policy

3. The Director establishes ad hoc committees for the conduct of Program affairs and projects as needed, unless otherwise outlined in specific policy memos.

4. The Director coordinates and oversees record-keeping, communications, functioning of office staff, Center publicity, and all budgets. Budgets include contract and grants accounts (C&G), FSU auxiliary operations, recovered indirect costs (SRAD) and other accounts (FSU Research Foundation, etc.) of the Program.

5. The Director presides over Program faculty and staff meetings.

6. The Director makes an annual report of Program activities and plans for the future.

7. 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.

D. Program Faculty

1. Faculty members of the Program are selected through the joint consultation of the Director and existing Program Faculty as outlined in the EMHS “Personnel committee” and the “Faculty Merit and Promotion Committee”

2. Members of the Program Faculty must develop and teach courses appropriate to the Program.

3. Program faculty members are appointed to terms that are renewable with the consent of the Program Director and the faculty member.

4. Program faculty will undergo annual reviews at the end of the fiscal year.

5. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website <http://provost.fsu.edu/sacs>.

E. Disclaimer

All provisions of these By-laws, and any subsequent amendments, are null and void and of no effect if contravened by State Statute, Board of Regents regulations, or University or College policies.

CRITERIA FOR PROMOTION, SPECIALIZED FACULTY MEMBERS
EMERGENCY MANAGEMENT AND HOMELAND SECURITY PROGRAM
FLORIDA PUBLIC AFFAIRS CENTER
CENTER FOR DISASTER RISK POLICY

As of August 29, 2015

This document outlines specific criteria that the Emergency Management and Homeland Security Program, the Florida Public Affairs Center and the Center for Disaster Risk Policy will apply to candidates for Specialized Faculty promotion. These criteria are consistent with and supplement the 2013-2016 *Collective Bargaining Agreement*, FSU's *Faculty Handbook*, and FSU's minimum requirements for Specialized Faculty promotion and policies for Specialized Faculty promotion. They serve both as a guide for the candidate as (s)he works toward promotion and as a standard of evaluation for members of the program's Specialized Faculty members.

Criteria for Promotion

The period of time in a given rank is normally five years, however demonstrated merit shall be the guiding factor. Promotion is not automatic at the end of a given five-year period. Early promotion is possible where there is justification.

A guide for degree and time in rank for all tracks' requirements:

First Rank to Second Rank:

Masters degree and five (5) years at First Rank

Or

Bachelor's degree and seven (7) years at First Rank

Second Rank to Third Rank:

Five (5) years experience at Second Rank

Professional Accomplishment Expectations:

Specialized faculty positions generally have assignments in limited areas due to their classification as teaching, instructional support, research, or research support. Criteria for specialized faculty promotions focus on degree, time-in-service, and performance. Overall performance is reviewed in the annual evaluation process, which determines recommendations for promotion as well as salary actions and retention. The following elements will be considered when recommending a specialized faculty member for promotion. These elements are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the position. These elements include, but are not limited to:

- Effectiveness in the performance of teaching, consulting and other development duties as appropriate.
- Relevant years of experience.
- Submission of contract and grant proposals for external funding where appropriate
- Timely completion of contractual and grant obligations and/or satisfactory teaching evaluations
- Presentations at meetings of professional or academic groups.
- Other professional accomplishments as appropriate.

Promotion Committee

Promotions and raises will be determined by the "Faculty Merit and Promotion Committee".

M E M O R A N D U M

29 August 2015

To: **All EMHS/CDRP Program Staff**

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 shall be the chief executive officer of the EMHS program and 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 with no term limits.

M E M O R A N D U M

20 August 2013

To: **All EMHS/CDRP Program Staff**

From: **Audrey Casserleigh**

OCONUS Travel to Low and Medium Development Countries

Any travel undertaken by any EMHS Employees to Low Human Development or Medium Development Countries as identified by the United Nations Human Development Report must start with a risk assessment.

Risk assessment occurs both before and during any OCONUS travel with a review of specific threats. These threats should include any health, disaster, social, or political concerns. If there are any health threats that can be mitigated or prevented, EMHS will support pre-travel medical needs, if fiscally possible.

Before travel a review of indigenous traditions and customs will be conducted and all travelers are made aware of these. In cases where there are mild political issues or any civil issues a risk assessment based on open source information is collated and briefed out to all travelers before departure.

No travel will be undertaken into areas that pose a threat to the safety of EMHS employees.

On the ground risk assessments will occur throughout the travel to ensure the safety of all travelers.

In country leadership may alter travel plans as necessary based on challenges or circumstances. Any changes or concerns will be communicated from the travel team to the EMHS Director in a timely way, with all communication requiring acknowledgement.

M E M O R A N D U M

20 August 2013

To: All EMHS/CDRP Program Staff

From: David Merrick

Academic Honor Policy Violations

Beginning with the Fall 2013 semester, EMHS is streamlining the response to possible Academic Honor Policy (AHP) violations. In the past, the response to potential violations has varied from instructor to instructor, which has contributed to a great deal of confusion about the 'correct' way to handle the issue. Effective immediately, EMHS will implement a program-wide policy and response to potential AHP violations.

1. All written assignments (papers, reports, etc.) should be submitted through SafeAssign or Turnitin on Blackboard. These systems simplify the detection of plagiarism.
2. All EMHS staff should be familiar with the FSU Academic Honor Policy located at <http://academichonor.fsu.edu/policy/policy.html>
3. When a TA, staff member, mentor, or instructor become aware of a possible Honor Policy violation, they will proceed as directed in the FSU Academic Honor Policy section titled "Procedures For Resolving Cases". ***There are no other acceptable courses of action.***
 - a. **All** AHP violations will be reported to the Office of the Dean of Faculties as per the FSU Academic Honor Policy.
 - b. **First offenses** (as determined by the Office of the Dean of Faculties) will be addressed using the "Step 1" process. This process is defined in the FSU Academic Honor Policy document linked above.
 - c. **Second offenses** (as determined by the Office of the Dean of Faculties) will be addressed using the "Step 2" Academic Honor Policy Hearing process.
4. If the TA, staff member, mentor or instructor have questions regarding whether or not the suspected case constitutes an AHP violation, they may consult with the Director or Deputy Director of the program for guidance.
5. Specific sanctions are defined by the instructor as part of the Step 1 process.
6. All violations **must** be reported to the Office of the Dean of Faculties. This is the only way to ensure that a student receives appropriate sanctions in this and future AHP violations. EMHS will not contribute to future violations by failing to report issues as required by the FSU Academic Honor Policy

Any staff member who fails to follow these guidelines or the FSU Academic Honor Policy will be considered complicit in the violation and face disciplinary action.

M E M O R A N D U M

20 August 2013

To: **All EMHS/CDRP Program Staff**

From: **Brad Skillman**

Grade Roster Download

At the conclusion of every semester the Instructor of Record for every course is responsible for downloading their Grade Roster(s). This is required so that we have a record of student grades separate from BlackBoard.

Downloading the Grade Roster is a simple, fast process outlined below:

1. Go into the Full Grade Center
2. In the upper right corner hover over the "Work Offline" button and chose "Download"
3. Make no changes to the options. Click on the "Submit" button
4. Download and open the file
5. Once the worksheet is open select the "Last Access" column, typically this is column E.
6. With the column highlighted click on the drop-down menu displaying "General" and chose the "Short Date" option. This will convert the date into a readable format.
7. Save the file on the Share drive. The folder is EM Program -> ADMIN -> Admin-Grade Rosters -> *The correct semester*
8. An example of the file name format: Foundations Online UG - Sum 13
9. Make sure the file type is Excel Workbook not the Unicode it defaults to.

Policy abolished in June 2015 due to new grade management system implemented university wide.

M E M O R A N D U M

20 August 2013

To: **All EMHS/CDRP Program Staff**

From: **David Merrick**

Hourly Employee Time Entry

Florida State has recently been auditing employee time sheets. In some cases, these audits have led to further and more in-depth investigations of Departments and Centers.

Given this environment, we are implementing new departmental guidelines regarding time sheets and the recording of time.

Effective immediately, all hourly employees must enter time in ONMI **exactly as they are actually worked**. This includes lunch breaks, late arrivals, and early departures. All changes to an employee's scheduled work time must be approved by the employee's supervisor.

M E M O R A N D U M

20 August 2013

To: **All EMHS/CDRP Program Staff**

From: **David Merrick**

Critical Incidents While on Travel

In the event that an employee or associate of the Center for Disaster Risk Policy or the Emergency Management and Homeland Security experiences a critical or unusual event while on travel status (away from Tallahassee, Florida), it is the responsibility of that employee or associate to notify the Directors of EMHS and CDRP.

A critical or unusual event is defined as (but is not limited to):

- Employee or associate requires medical attention
- Employee or associate arrested or detained by law enforcement
- Employee or associate involved in a traffic accident (of any severity)
- Employee or associate involved in a traffic violation or stop (warning or citation issued)
- Other events that involve flashing lights or sirens (i.e. fire, high-speed pursuit, alien invasion)

All CDRP and EMHS staff are expected to exercise judgment if an event not listed requires notification of senior management.

If the impacted employee or associate is unable to notify the Directors of EMHS and CDRP, then another staff member traveling with the impacted person should perform the notification.

While the method of notification will not be defined, remember that notification requires and acknowledgement. An email at 0200 that is not answered is not notification.

This policy will henceforth be known as "the Rob Rule".

M E M O R A N D U M

23 July 2014

To: **All EMHS/CDRP Program Staff**

From: **Audrey Heffron-Casserleigh**

Recommendations for Former Employees

All recommendations for former employees must include the reason why the employee no longer works for us. Failure to provide a reason for separation creates a situation where we as former employers may face legal action for failing to disclose. This does not require that the recommendation be negative if the employee was terminated.

M E M O R A N D U M

28 July 2014

To: **All EMHS/CDRP Program Staff**

From: **Dr. Audrey Heffron-Casserleigh**

Minimum Grade Rule

~~In order to receive credit for courses towards the EMHS Certificate students must have earned a grade of C or higher in all courses being applied to the Certificate. Students may re-take core courses to replace grades lower than a C.~~

~~All courses must have the Rule listed and explained in their syllabi. This is required for all courses Fall 2014 and onward.~~

REVISED June 2015 will majority faculty approval; 7 yes, 0 no, 1 abstention

In order to receive credit for courses towards the EMHS Certificate students must have earned a grade of C or higher in all courses being applied to the Certificate. Students may re-take core courses to replace grades lower than a C.

All courses must have the Minimum Grade Rule listed and explained in their syllabi. This is required for all courses Fall 2015 and onward.

MEMORANDUM

29 August 2015

To: All EMHS/CDRP Program Staff

From: Audrey Casserleigh - Director

EMHS Committees

The EMHS Program shall have three permanent committees: the Policy Committee, the Personnel Committee, and the Faculty Merit and Promotion Committee

A. 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, and one staff person. The Chair will serve as a non-voting chair, but may propose or offer changes to policy proposals.
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 at least once each semester.

B. The Personnel Committee

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 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.
3. The Personnel Committee will serve on an as needed basis based on job openings.

C. Faculty Merit and Promotion Committee

1. The Faculty Merit and Promotion Committee will be comprised of the Director, the Deputy Director, and the immediate past Director.
2. The Directors evaluation, promotion, or raises will be determined by the Dean.
3. The committee will perform the annual evaluations of all EMHS faculty and much reach consensus on evaluations.
4. Any merit or discretionary raises will be determined by this committee, if funds are available.

M E M O R A N D U M

8 September, 2016

To: **All EMHS/CDRP Program Staff**

Repeating of Class for Certificate Credit

Effective Spring Semester, 2017, a student who has completed an EMHS Academic Program class and applied that class toward any EMHS Academic Program Certificate cannot repeat that class at any level in order to apply it to an additional Certificate, at the graduate or undergraduate level.

Students are allowed to repeat classes in which they did not earn a C or better in order to attempt to earn a C or better grade to apply to an EMHS Academic Program Certificate.

M E M O R A N D U M

24 January 2017

To: EMHS/CDRP Faculty

From: EMHS Policy Committee, approved by David Merrick, EMHS Director

Faculty Overload Policy

FSU Employees, including faculty, are eligible to receive overload pay, also known as dual compensation, for work or effort that goes beyond the scope of their primary appointment or employment. The Emergency Management and Homeland Security Program utilizes overload appointments to provide quality faculty instructors to teach classroom courses in the evenings and on weekends. These overload appointments are above and beyond the scope of our faculty's primary appointments.

EMHS continues to utilize overload appointments to maintain quality instructors in evening and weekend classes and control costs. Overload appointments are used to provide instructors for approximately 144 credit hours of graduate and undergraduate courses per year at a cost of approximately \$833.00 per credit hour. The equivalent number of credit hours taught by full time adjunct instructors would cost almost \$1,400 per credit hour. Further, adjuncts would not bring equivalent continuity, experience or quality to evening or weekend courses.

Given these conditions, it is clear that overload appointments are the best source of evening and weekend instructors for EMHS courses.

- For the purpose of determining the percentage of FTE for EMHS classes, because we teach combined sections, we consider the percentage FTE for a combined class to be .425. This considers that there are both separate and shared time spent preparing for and delivering a class.
- Overload pay is considered to be reasonable when a faculty member exceeds their Assignment of Responsibility (AOR) with qualifying FTEs in their primary appointment. A qualifying instructional FTE consists of teaching, course development, advising, and student committee supervision for online and daytime classes.
- Overload pay is considered to be reasonable when fiscally feasible given enrollment.
- Getting paid overload means faculty cannot use "flex time" to compensate for evening or weekend time for which they are being paid overload. Overload is work in addition to the primary appointment (over 40 hours a week).

MEMORANDUM

23 March 2017

To: EMHS/CDRP Faculty and Staff

From: David Merrick, EMHS Director

Certificate Applications

Effective immediately, all students wishing to earn a certificate in Emergency Management and Homeland Security (EMHS), a certificate in Applications of Unmanned Aircraft Systems (UAS), or a certificate in U.S. Intelligence Studies (USIS) must apply for admittance into the appropriate Certificate Program. This application must be completed before the student completes six (6) credit hours of coursework toward the certificate.

The authoritative source of information on the EMHS application process is <http://em.fsu.edu/apply>

Deadlines

The deadline for applications will be set each semester, and will default to the Friday of Week 12.

During Week 13, EMHS will submit to the FSU Registrar an Accepted Students list of the semester. That list will include the following: First Name, Last Name, FSU Email, EMPLID. This list officially records accepted students with the University. **Student may not be issued a Certificate unless they appear on the Accepted Students list.**

Student Communication

Instructors in EMHS courses are required during the second week of classes to inform students of the certificate application requirements. Instructors are encouraged to remind students of these requirements prior to the Week 12 deadline.

Instructors and course designers are **required** to include the following language in the course syllabus:

Certificate Application Requirements

Students who wish to earn a certificate from the Emergency Management and Homeland Security Program must apply for admittance to the desired Certificate Program. Taking classes in a Certificate Program does not constitute admission to that Program – an admission application must be on file and registered with the University Registrar. Students must apply as soon as possible, and must apply before they complete six (6) credit hours of coursework in the certificate. Applications are accepted every semester, and are due prior to the end of Week 12. Further application information is available at <http://em.fsu.edu/apply>.



Admission

The EMHS Program Director (or designee) will determine if a student is accepted into the desired Certificate Program.

The student will be notified via email of their acceptance.

Exceptions

Students who wish to apply after completing six (6) credit hours must complete the standard application process and present a compelling petition for late admission to the EMHS Program Director.