

**FLORIDA STATE UNIVERSITY**  
**COLLEGE OF CRIMINOLOGY AND CRIMINAL JUSTICE**  
**BYLAWS**

**ARTICLE I: NAME**

The name of this organization shall be the College of Criminology and Criminal Justice, The Florida State University.

**ARTICLE II: PURPOSE**

The College of Criminology and Criminal Justice has the responsibility of fulfilling The Florida State University's mission by providing teaching, research, and service in the areas of Criminology and Criminal Justice.

**ARTICLE III: COLLEGE STRUCTURE**

The College of Criminology and Criminal Justice (hereinafter referred to as the College) shall be administered by the Dean of the College (hereinafter referred to as the Dean).

The College Faculty shall initiate faculty promotion and tenure recommendations in accordance with the College Bylaws. The College Faculty shall decide all academic matters including certification of candidates for graduation.

## **ARTICLE IV: COLLEGE FACULTY MEMBERSHIP**

The Faculty of the College shall consist of those persons holding regular tenure-track or tenured positions within the College. The Dean of the College oversees all administrative procedures and provides leadership in relation to the College's teaching, research, and service functions. Faculty members share significantly in governance responsibilities including recruitment of new faculty and other professionals; development of high quality programs; program review; unit review; unit reorganization; development of criteria for tenure, promotion, and merit salary increases; selection of certain academic administrators; procedures for amending bylaws; and other matters of professional concern.

## **ARTICLE V: COLLEGE FACULTY MEETINGS**

### **SECTION 1: SCHEDULE OF MEETINGS**

The College Faculty shall meet in regular session, at a time and place designated by the Dean or by the Dean's designee. Written notice of a regular session and its subject matter shall be distributed five working days in advance of the scheduled meeting. The Dean or the Dean's designee shall be the presiding officer.

Special sessions of the College Faculty may be called by the Dean or the Dean's designee or at the written request of three Faculty Members. Written notice of a special session shall be distributed as far in advance of the scheduled meeting as practical. The Dean or the Dean's designee shall be the presiding officer.

## **SECTION 2: ATTENDANCE AND VOTING ELIGIBILITY**

All meetings of the College Faculty shall be open to all persons concerned with the policies and activities of the College. All members of the College Faculty, except those assigned to budgets outside of the College more than 50%, shall be eligible to vote at meetings of the College Faculty and committees of which the Faculty Member is a duly appointed or elected member. Nothing in these provisions shall reduce or restrict the right of any tenured faculty member to vote on tenure-related issues.

The graduate student body shall have one vote to be cast by the graduate student association president, or her/his designee, in all department faculty meetings except those votes involving personnel issues of current faculty or students, including admission of prospective students.

## **SECTION 3: QUORUM**

A quorum shall consist of 50% plus one of the College Faculty at any regular or emergency meeting.

## **SECTION 4: PROCEDURE**

Questions pertaining to the conduct of a meeting shall be resolved in accordance with Robert's Rules of Order (Revised) unless another procedure is specified in these Bylaws.

The Dean shall designate a staff member to keep minutes of each College meeting and to distribute a copy of the unapproved minutes promptly to all Faculty Members. The unapproved minutes shall also be filed in the Dean's office and shall be open to review by any person concerned with the activities and policies of the College of Criminology and Criminal Justice. After acceptance or revision by a majority of the voting members at the next College faculty

meeting, the recording secretary shall replace the unapproved minutes on file in the Dean's office with a copy of the approved or revised and approved minutes.

## **ARTICLE VI: COMMITTEES**

The College shall have five standing committees. Eligibility for membership on standing committees shall be open to all Faculty eligible to vote at College meetings. Each committee shall meet at the call of its Chairperson. All decisions of these committees are the responsibility of Faculty Members.

### **SECTION 1: ACADEMIC COMMITTEE**

The Academic Committee shall consist of three Faculty Members elected by the Faculty. Members of the Academic Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are elected. The Academic Committee shall select one member of the Committee to serve as Chairperson.

The Academic Committee shall make recommendations to the College Faculty and the Dean concerning undergraduate and graduate curriculum, academic standards for students, and admission requirements; shall make recommendations to the Dean on all graduate admissions and the awarding of graduate assistantships, in accordance with Faculty-approved policy; and, shall perform such duties pertaining to the academic activities of the College as may be directed by the Faculty or by the Dean.

## **SECTION 2: PROMOTION AND TENURE COMMITTEE**

The Promotion and Tenure Committee shall review the performance of each Faculty Member below the rank of tenured Full Professor in the Spring of each year and shall make preliminary assessments of the suitability of each such Faculty Member to be considered for tenure and/or promotion in accordance with Article VIII, Section 3 of these Bylaws. The Committee shall also consult with the Dean on the matters related to evaluation of faculty performance.

Subsequent to a preliminary assessment of the suitability of every Faculty Member below the rank of tenured Full Professor, the Promotion and Tenure Committee shall conduct full reviews of selected cases and make recommendations to the University Promotion and Tenure Committee concerning promotion and/or tenure nominations. The promotion and/or tenure criteria for Faculty members shall be compatible with Florida Statutes, Florida Board of Governors, the University Constitution, the FSUBOT-UFF Agreement, the Florida State University Faculty Handbook, and the annual promotion and tenure memorandum prepared by the Dean of the Faculties.

The Promotion and Tenure Committee shall have seven members elected by the Faculty from among the ranks of tenured Faculty Members. The members of the Committee shall elect a Chairperson. Members of the Promotion and Tenure Committee shall serve for a term of one year starting at the beginning of the Spring Semester. Committee members must exempt themselves from matters pertaining to their own promotion.

Voting on matters pertaining to promotion and tenure shall be by secret ballot and the outcome of the Committee's vote shall be recorded as advice and forwarded to the University

Committee unless the candidate withdraws his or her binder from consideration within five working days of being informed, in writing, of the results of the secret ballot vote.

The Promotion and Tenure Committee shall elect one member of the Committee to serve as the College Representative to the University Promotion and Tenure Committee.

### **SECTION 3: ADMINISTRATIVE ADVISORY COMMITTEE**

The Administrative Advisory Committee shall consist of four Faculty Members appointed by the Dean. Members of the Administrative Advisory Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Administrative Advisory Committee shall make recommendations (e.g. selection of academic administrators) to the College Faculty and the Dean as may be directed by the Faculty or by the Dean.

### **SECTION 4: PH.D. METHODS AND STATISTICS EXAMINATION COMMITTEE**

The Ph.D. Methods and Statistics Examination Committee shall consist of five Faculty Members plus an alternate, appointed by the Dean. Members of the Ph.D. Methods and Statistics Examination Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Ph.D. Methods and Statistics Examination Committee shall prepare and grade the Ph.D. Methods and Statistics Comprehensive Exams for students who have elected to sit for the examination and have been certified as ready by their major professors.

## **SECTION 5: PH.D. THEORY EXAMINATION COMMITTEE**

The Ph.D. Theory Examination Committee shall consist of five Faculty Members plus an alternate, appointed by the Dean. Members of the Ph.D. Theory Examination Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Ph.D. Theory Examination Committee shall prepare and grade the Ph.D. Theory Comprehensive Exams for students who have elected to sit for the examination and have been certified as ready by their major professors.

## **SECTION 6: AD HOC COMMITTEES**

Ad hoc committees as required for the operation of the College may be established to perform any additional duties necessary, as directed by the Dean or by the College Faculty (e.g. faculty recruitment and curriculum revisions). It is suggested that the committees are composed of at minimum three faculty members with at least one full professor.

## **ARTICLE VII: GRADUATE FACULTY STATUS**

Members of the graduate faculty of the College of Criminology and Criminal Justice with Graduate Faculty Status are authorized to teach all graduate-level courses, sit on all graduate-level committees, chair all graduate student committees, and to participate fully in all components of graduate education, research, and service. Members are expected to engage actively in graduate education through teaching, mentoring, and research supervision. They should be current in their fields and show evidence of research resulting in peer-reviewed publications or equivalent work.

All tenure-earning and tenured members of the College are eligible to be nominated for Graduate Faculty Status provided they hold a Ph.D. or its equivalent and have proven expertise in the teaching area. Determination that the criteria have been met for a faculty member to be nominated requires two-thirds majority vote of the Graduate Faculty. In addition, appointment to the Graduate Faculty requires the approval of the Dean and Dean of the Graduate School. Graduate Faculty Status can be rewarded upon arrival at Florida State University.

## **ARTICLE VIII: FACULTY EVALUATION, PROMOTION AND TENURE**

### **SECTION 1: ANNUAL EVALUATION OF FACULTY**

(A) Pursuant to Florida Statutes and Florida Board of Governors and FSUBOT-UFF Collective Bargaining Agreement regarding annual evaluation of Faculty, the Dean shall apprise each member of the Faculty, when first employed and at least annually thereafter, of what is expected of him or her, in terms of teaching, research and other creative activities, and service, and specifically if there are particular requirements and/or other duties involved. In the event that changes are made in a Faculty Member's assignment in the interim between annual notices, the Dean shall notify the Faculty Member, in writing, of such changes. The categories for this evaluation are: 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, and Not Observed.

(B) In terms of these assignments, each Faculty Member, tenured or non-tenured, shall be evaluated by the Dean during each Spring semester based upon the prior calendar year, and shall be apprised by the Dean, in writing, of the results of such evaluation. This evaluation shall occur after the Peer Merit Evaluation and the College Promotion and Tenure Committee's Annual



Appraisal of Progress toward Promotion and/or Tenure. The evaluation will be considered in connection with recommendations by the Promotion and Tenure Committee on matters of promotion, tenure and also in connection with decisions by the Dean regarding the salary increments for any tenured or non-tenured member of the Criminology Faculty including matters of retention or non-renewal for any non-tenured faculty member. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

## **SECTION 2: PERFORMANCE IMPROVEMENT PLAN (PIP)**

A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be given a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

## **SECTION 3: CRITERIA FOR PROMOTION**

The criteria for promotion of members of the Faculty shall be consistent with Florida Statutes, Florida Board of Governors, FSUBOT-UFF Collective Bargaining Agreement, and the policies of the Florida State University.

- a) Promotion to the rank of Associate Professor shall be based upon clear evidence of scholarly or creative accomplishment and recognized standing in the fields of Criminology or Criminal Justice as attested to by letters from at least three competent scholars from institutions other than Florida State University.
- b) Promotion to rank of Professor shall be based on demonstration of superior scholarship or creative accomplishment and recognized standing in the fields of

Criminology or Criminal Justice as attested to by letters from at least three competent scholars from institutions other than Florida State University.

- c) Five years in rank is normally accepted as the minimum period of time for establishing eligibility for promotion to the ranks of Associate Professor and Professor. However, early promotion is possible on the basis of exceptional performance. Promotion shall not be considered as automatic upon completion of any specific period of service.

#### **SECTION 4: PROMOTION PROCEDURE**

##### **(A) Annual Progress toward Tenure Reviews**

Each Spring the Promotion and Tenure Committee shall review the performance of each Faculty Member below the rank of tenured Full Professor to determine the suitability of each such Faculty Member to be subject to a full review for progress toward promotion and tenure. The Committee may ask Faculty Members to facilitate its preliminary review by submitting a detailed progress toward promotion and tenure binder which may include but is not limited to a professional vita, reports of demonstrated effectiveness in teaching, and evidence of research progress (e.g. article reprints, articles in press, letters from editors, publishing contracts, etc.). The candidate may also submit such additional information as he or she feels would be helpful to the Committee in preparing its preliminary recommendation.

##### **(B) Promotion and Tenure Reviews**

The Promotion and Tenure Committee shall review all promotion and/or tenure materials for each candidate and make a recommendation, in writing, to the University Promotion and Tenure Committee. The College Committee shall also advise the candidate of its

recommendation, in writing. The Committee may withhold a recommendation if, in its judgment, there has been noncompliance with established procedures or if the Committee has been unable to obtain required or adequate information for its deliberations. In this event, the binder will be returned to the Dean or person who prepared the binder, providing the preparer and the candidate five working days to comply with the established procedures.

The following items shall also be required, pursuant to University policy:

- a) One completed promotion summary cover sheet.
- b) One tenure summary cover sheet (if being considered for tenure concurrently with promotion) indicating the result of a secret ballot taken at a meeting of the tenured Faculty Members of the College of Criminology and Criminal Justice, showing the number of Faculty Members eligible to vote, number affirmative, number negative, number abstaining, and number absent and not voting.
- c) For promotion to the rank of Associate Professor or Professor, at least three letters (as specified in Sections 2a and 2b, above) shall be obtained by the Dean from scholars holding the rank of Professor at academic institutions other than Florida State University, in accordance with University policy.

The Dean shall review the promotion and/or tenure materials pertaining to each candidate and shall submit these materials, along with his/her recommendation, to the Dean of the Faculties. The Dean shall also advise the candidate of his/her recommendations, in writing. A candidate for promotion and/or tenure shall have the right to attach a written response to any action by the Dean that is included in the file within five working days of receipt of the Dean's

letter. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

#### **SECTION 5: TENURE PROCEDURE**

The procedure for tenure consideration shall be the same as that set forth for promotion in Section 3 above, in addition to which the following items shall also be required, pursuant to University policy:

- a) One tenure summary cover sheet indicating the result of a secret ballot taken at a meeting of the tenured Faculty Members of the College of Criminology and Criminal Justice, showing the number of Faculty Members eligible to vote, number affirmative, number negative, number abstaining, and number absent and not voting.
- b) Three letters obtained by the Dean in accordance with University policy which shall be from tenured Full Professors at academic institutions other than the Florida State University.

#### **SECTION 6: TIMING OF PROMOTION AND TENURE RECOMMENDATIONS**

The review of all promotion and tenure materials and subsequent recommendations by the Promotion and Tenure Committee and the Dean shall be so timed as to meet the University schedule for processing of promotion and tenure recommendations as set forth in the annual memorandum from the Dean of the Faculties.

## **SECTION 7: PEER MERIT EVALUATION**

The Peer Merit Evaluation is conducted each Spring semester based upon the prior calendar year in conjunction with the Performance Evaluation Criteria Guidelines created by the College faculty. This evaluation determines meritorious performance of all faculty members for the distribution of funds allocated for merit-based salary increases.

## **ARTICLE IX: FACULTY SENATE REPRESENTATION**

The Faculty Senator(s) and Alternate(s) shall be elected by the Faculty to represent the College to The Florida State University Faculty Senate. The term of office shall begin with the seating of the new Faculty Senate at the April meeting. The Senator(s) and Alternate(s) shall serve until their successors are chosen.

## **ARTICLE X: SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)**

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: [provost.fsu.edu/sacs](http://provost.fsu.edu/sacs).

## **ARTICLE XI: SUPPLEMENTAL SUMMER APPOINTMENTS**

The College Faculty have developed written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner. Please refer to the College's Policy for Supplemental Summer Teaching Appointments for details.

## **ARTICLE XII: AMENDMENT**

Any member of the College Faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated among College Faculty Members at least ten working days in advance of the meeting at which the change will be considered. The amendment shall become part of the Bylaws when it is adopted by a two-third vote of the College Faculty present and voting in a recorded meeting.

**ADOPTED**, by unanimous vote of the Criminology Faculty and elected student representatives, in regular session on January 15, 1975.

**AMENDED**, by the Criminology Faculty in regular session on August 23, 1984.

**AMENDED**, by the Criminology Faculty in regular session on January 16, 1990.

**AMENDED**, by the Criminology Faculty in regular session on February 20, 1990.

**AMENDED**, by the Criminology Faculty in regular session on October 25, 1990.

**AMENDED**, by the Criminology and Criminal Justice Faculty in regular session on December 4, 1991.

**AMENDED**, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on October 6, 1995.

**AMENDED**, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on November 4, 1996.

**AMENDED**, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on September 21, 2001.

**AMENDED**, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on December 8, 2006.

**AMENDED**, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on February 15, 2008.

**AMENDED**, by vote of the College of Criminology and Criminal Justice Faculty in regular session on February 1, 2013.