

1 Florida International University
2 Department of Biological Sciences

3 **Bylaws**

4 Approved 04/12/2007

5 Last Amended 4/13/2017

6
7 **Contents**

8I. PREAMBLE 3

9II. GOVERNANCE..... 3

10 A. The Voting Body..... 3

11 B. Departmental Decisions..... 3

12 C. Consistency with College and University Regulations..... 3

13 D. Amending the By-laws 4

14 E. Administrative Personnel..... 4

15 1. Chairperson..... 4

16 2. Associate Chairperson 5

17 3. Director of Graduate Studies 6

18 4. Director of Undergraduate Studies 6

19 5. Director of the Marine Biology Program at BBC..... 7

20 6. Acting Chairperson 7

21 F. Departmental Committees 8

22 1. Graduate Committee: 8

23 2. Undergraduate Committee:..... 9

24 3. Honors Committee:..... 9

25 4. Personnel Committee:..... 10

26 5. Education Committee: 10

27 6. Biology Symposium and Seminar Committee:..... 11

28 7. Executive Committee..... 11

29 G. Departmental Representatives 12

30 1. Library Representative..... 12

31	2. Curriculum Representative	12
32	H. Heads of Facilities.....	12
33	1. Greenhouse/Conservatory Director	12
34	2. DNA Core Facility Director.....	12
35	3. Tissue Culture Facility Director.....	12
36	4. Aquarium Facility Director.....	13
37	5. Confocal Microscopy Facility Director	13
38	III. POLICIES AND PROCEDURES	13
39	A. Department Faculty Meetings.....	13
40	1. Regular Faculty Meetings.....	13
41	2. Special Faculty Meetings	14
42	B. Hiring	14
43	C. Assignments.....	15
44	D. Advising.....	16
45	E. Summer Teaching	16
46	F. Annual Evaluations	16
47	G. Evaluations for Merit Raises.....	18
48	H. Third Year Review.....	18
49	I. The Tenure/Promotion and Promotion Processes.....	19
50	1. Tenure-track and tenured faculty	19
51	2. Non-Tenure-Track Faculty	21
52	3. NTT Senior Instructor/Lecturer	21
53	4. NTT University Instructor/Lecturer.....	22
54	5. Procedures for NTT Promotions.....	22
55	J. The Department Budget.....	23
56	K. Travel Policy.....	23
57	L. Spousal/Partner Hires.....	24
58	M. Other Faculty	24
59	1. Emeritus Faculty	24
60	2. Research Faculty.....	24
61	3. Adjunct Faculty.....	24
62	4. Visiting Faculty.....	24

63

64 I. PREAMBLE

65 This document provides the structure for governance of the Department and supports the
66 Departmental vision. Our vision is to be a scholarly community for the purpose of
67 research, education and service in the broad reach of the biological sciences. Our
68 activities include educating undergraduate non-majors and majors, educating and
69 guiding graduate students, serving the scientific community, and informing and
70 serving the general public. We aim to establish a collegial atmosphere to support
71 education and both basic and applied research in the life sciences. The following
72 bylaws have been assembled to help us realize these goals through adherence to fair
73 and democratic codes of practice.

74

75 II. GOVERNANCE

76 A. *The Voting Body*

77 Consists of all faculty, defined as the collective of all tenured and tenure-earning faculty
78 members and those holding the rank of instructor or lecturer, who are assigned by
79 contract to the unit or who have been granted joint faculty appointment status. It also
80 includes members on leave who may vote in absentia. It excludes emeriti, retired,
81 visiting, research and adjunct faculty.

82

83 B. *Departmental Decisions.*

84 Decisions by the department shall be made by a majority vote consisting of > 50% of the
85 faculty voting. In cases where there are more than two options for which to vote and
86 no option receives > 50%, the top two options shall be voted on again, so that one
87 option receives a > 50% majority.

88 For Departmental meetings, a quorum will consist of 51% of the faculty not on
89 sabbatical or leave. The minimum number of attendees to reach a quorum will be
90 determined at the beginning of each academic semester.

91 Voting in absentia requires submission of an absentee vote. Absentee votes must be
92 provided by 9 AM the day of the meeting at which the issue voted on is to be
93 considered. Absentee votes must be provided by email or as a signed hard copy to
94 the Chair, Acting Chair, or designated staff member. Proxy voting is not accepted.
95 Procedures for maintaining confidentiality are described in III. A.

96 Departmental meetings shall be conducted in accordance with the current edition of
97 Robert's Rules of Order.

98

99 C. *Consistency with College and University Regulations*

100 Departmental bylaws and policies and procedures shall conform with the Constitution of
101 the College of Arts and Sciences (CAS). These regulations must also be consistent
102 with regulations of the University, embodied in the Academic Affairs Policies and
103 Procedures Manual, as well as with the BOT-UFF Contract.

104

105 **D. Amending the By-laws**

106 Amendments to the By-laws must be presented in writing in the form of one or more
107 motions, and discussed at a meeting of the faculty. A vote to accept the proposed
108 amendments will occur during a second meeting of the faculty. Amendments must
109 be approved by two-thirds vote of the faculty (with at least 50% of all faculty voting)
110 either at a faculty meeting or in a subsequent email or mail ballot

111

112 **E. Administrative Personnel**

113 The Department is governed by the following administrative personnel, listed below
114 with their areas of administration and general duties.

115 **1. Chairperson**

116 The Chairperson is the representative and administrative officer of the department and
117 shall have general responsibility for the activities of the department. The
118 Chairperson must be a tenured faculty member within the department. This person
119 is nominated by the faculty and subsequently appointed by the CAS Dean. When
120 there is a vacancy, or impending vacancy, for the position of Chairperson, the
121 Executive Committee shall initiate the selection process by consulting with the
122 Department. Nominations should occur at least one month before the faculty votes
123 to select a nominee to forward to the Dean. This procedure should typically occur in
124 the Spring Term, with the new Chairperson taking office at the beginning of the Fall
125 Term of the same year. When multiple candidates are nominated for Chairperson,
126 selection of the new Chairperson is carried out during a faculty meeting, by the
127 faculty voting on candidates with a confidential written ballot. If no candidate wins
128 a majority in the first round of ballot counting, the two candidates with the highest
129 number of votes shall be named and a run-off election will be held, no earlier than
130 one week and no later than three weeks after the first election.

131 Should faculty members become dissatisfied with the performance of the Chairperson,
132 the Department may call for a vote of no-confidence, following procedures described
133 in the CAS By-laws (Article III.B). A replacement Chairperson must be selected by
134 the procedures outlined above.

135 The normal term for the Chairperson is four years and may be extended for one
136 additional term.

137 The Departmental Chairperson's duties include the following:

138 a) Helps the Department realize its vision.

- 139 b) Serves as a liaison between the Department and the Dean of CAS, other
140 administrators as necessary, and institutions with which we have collaborative
141 agreements.
- 142 c) Conveys policy directives from the administration to the departmental faculty and
143 conveys faculty concerns to the administration.
- 144 d) Plans, assembles the agenda, and chairs all Department meetings.
- 145 e) Appoints faculty search committee members and appoints ad hoc committees as
146 necessary.
- 147 f) Appoints departmental committee members where necessary and meets with
148 departmental committees as needed.
- 149 g) Writes the annual assignments for regular faculty as per Academic Affairs
150 guidelines.
- 151 h) Writes annual evaluations, in close consultation with the Personnel Committee, as
152 per Academic Affairs guidelines, and progress to tenure assessments for all
153 tenure-track but not yet tenured faculty.
- 154 i) Writes a Chairperson's letter of evaluation for each candidate for tenure and
155 promotion and for promotions to Senior and University Instructor/Lecturer.
- 156 j) Supervises all departmental office staff, including USPS and A&P staff, in
157 consultation with the Associate Chairperson and the Biology Office Manager.
- 158 k) Writes the annual evaluations of all departmental USPS and A&P staff.
- 159 l) Implements departmental decisions concerning the operation of the Department.
- 160 m) Insures the maintenance and storage of all records with the assistance of the
161 Office Manager.
- 162 n) Appoints committee members to operate the Department's scholarship and
163 endowment programs. These include the Cuervo Award, the Judith Parker
164 Scholarship, the Loyd Kelly Scholarship, and others as they become available,
165 and to insure that funds are allocated according to the wishes of the donors.
- 166 o) Manages the Department's annual budget and reports to the Department on the
167 budget.
- 168 p) Maintains long-term teaching plans for the Department.
- 169 q) Publishes a complete list of all faculty at the beginning of each academic year.

170 **2. Associate Chairperson**

171 The Associate Chairperson position is nominated by the Chairperson and approved in a
172 faculty meeting. The Associate Chairperson assists the Chairperson in fulfilling
173 administrative duties in the operation of the Department. The duration of this
174 position is four years, renewable by Department vote. The position has an
175 assignment that includes administrative duties but may also include teaching and/or
176 research and/or service; the exact mix is negotiated on an individual basis. The
177 Associate Chairperson's duties include the following:

- 178 a) Assists the Chair in carrying out Departmental duties.
- 179 b) Serves as Acting Chair during brief absences (2-3 days).

180 **3. Director of Graduate Studies**

181 The Director of Graduate Studies must be a tenured faculty member within the
182 Department and a member of the Graduate Faculty with Dissertation Advisor Status.
183 The Director is responsible for the operation of the Graduate Program in Biology,
184 both M.Sc. and Ph.D. degrees. The Director is selected in a faculty meeting during
185 the spring semester prior the position's taking effect at the beginning of the fall
186 semester; this election is coordinated by the Executive Committee. The duration of
187 the position is three years, with additional terms renewable by re-election. The
188 Director is chairperson of the Graduate Committee and reports to the Chairperson.

189 The Director duties include the following:

- 190 a) Generates all contracts for Research and Teaching Assistants.
- 191 b) Assists in the assigning of Teaching Assistants to duties in specific courses,
192 principally by providing a roster to the Laboratory Coordinator each term.
- 193 c) Helps graduate students deal with problems on a daily basis.
- 194 d) Arranges and coordinates financial support for graduate students, working with
195 appropriate staff in the College of Arts and Sciences and the University Graduate
196 School.
- 197 e) Reports on the status of the graduate program at faculty meetings at frequent
198 intervals, as well as by email to all faculty members.
- 199 f) Directs the Graduate Committee in such matters as selection of incoming graduate
200 students and dismissal of students whose performance is inadequate or who
201 violate the terms of their agreements.
- 202 g) Reports to the Chairperson on issues of importance.
- 203 h) Supervises the work of the secretary assigned to the program.
- 204 i) Insures the proper maintenance of graduate student files and databases.
- 205 j) Coordinates the annual review of all graduate students.
- 206 k) Works with the student and advisor when problems arise, to help resolve the
207 problem or help the student find a new advisor.

208 **4. Director of Undergraduate Studies**

209 The Director of Undergraduate Studies must be a tenured faculty member or Senior
210 Lecturer within the Department. The Director is responsible for the undergraduate
211 BS Program in Biology. The Director is usually selected in a faculty meeting during
212 the spring semester prior to the position's taking effect at the beginning of the fall
213 semester. This election is coordinated by the Executive Committee. The duration of
214 the position is three years, renewable by re-election. The Director is chairperson of
215 the Undergraduate Committee and reports to the Chairperson.

216 The Director's duties include the following:

- 217 a) Advises students concerning progress towards graduation, declaration of the
218 major and the application to graduate.
- 219 b) Reports on the status of the undergraduate program at faculty meetings at frequent
220 intervals.
- 221 c) Leads efforts to improve the educational environment of undergraduates,
222 including soliciting external funding.
- 223 d) Insures the proper maintenance of the undergraduate major files.
- 224 e) Facilitates the work of the University professional advisors assigned to Biological
225 Sciences.
- 226 f) Supervises the work of the Undergraduate Biological Sciences advisors assigned
227 to this program.

228 **5. Director of the Marine Biology Program at BBC**

229 The Director of the Marine Biology Program must be a faculty member within the
230 Department and is based at BBC. The Director is responsible for the undergraduate
231 major in Marine Biology. The Director is selected in a faculty meeting. This
232 election is coordinated by the Executive Committee. The duration of the position is
233 three years, renewable by re-election. The Director is *ex-officio* a member of the
234 Undergraduate Committee.

235 The Director's duties include the following:

- 236 a) Advises students concerning progress towards graduation, declaration of the
237 major and applications to graduate.
- 238 b) Reports on the status of this undergraduate program at faculty meetings at
239 frequent intervals.
- 240 c) Leads efforts to improve the educational environment of undergraduates,
241 including soliciting external funding.
- 242 d) Insures the proper maintenance of the undergraduate major files.
- 243 e) Coordinates with the Marine Science Director to improve the overall quality of
244 the program.

245 **6. Acting Chairperson**

246 When the Chairperson is temporarily absent (more than 3 days), he/she appoints an
247 Acting Chairperson, who assumes the responsibilities of the position during that
248 absence.

249

250 **F. Departmental Committees**

251 Much of departmental governance is the responsibility of committees charged with
252 specific duties. Departmental standing committees are listed below, with associated
253 duties written in the Dept. of Biological Sciences Policy and Procedures Handbook.
254 Generally, committee members serve for terms of three years, renewable by
255 appointment or re-election. The members of the Graduate Committee, Personnel
256 Committee, and Education Committee are elected by the faculty by confidential,
257 written ballots and serve staggered three year terms. The members of the other
258 committees are volunteers who are appointed by the Chairperson or are *ex-officio*
259 members. The Personnel Committee coordinates committee elections and solicits
260 volunteers for non-elected committees. Each committee, with the exception of the
261 Personnel, Graduate, and Undergraduate Committee, selects a chairperson from
262 among their members at their first meeting of the fall term, which immediately
263 follows the first faculty meeting in the fall term. The Personnel Committee elects a
264 chair immediately following the last faculty meeting of the spring term. The
265 chairpersons of the Graduate and Undergraduate Committees are the Directors of the
266 corresponding Programs. The numbers of members of committees vary, depending
267 upon their responsibilities. All Faculty can serve on Departmental Committees
268 except where specified. It is a priority to select faculty with differing lengths of
269 experience in the affairs of a committee, to insure some continuity in operation. The
270 following committees are constituted to take care of departmental affairs:

271 **1. Graduate Committee:**

272 Composition: Graduate Director plus five Graduate Committee members. All are
273 elected by the faculty for three-year staggered terms. The Graduate Committee is
274 responsible for the operation of the M.S. and Ph.D. programs and works closely with
275 the Graduate Director, who is *ex-officio* the chairperson. All committee members
276 must be Graduate Faculty

277 The responsibilities of the committee include the following:

- 278 a) Reviews applications by students for entrance into our graduate program.
- 279 b) Recommends admission of applicants for our M.S. and Ph.D. programs.
- 280 c) Allocates financial support (teaching assistantships) to students based on merit
281 and need.
- 282 d) Reviews and forwards recommendations on applications for University
283 scholarships and fellowships
- 284 e) Develops new policies to make the program more effective, making sure that they
285 are consistent with polices at the University Graduate School level.

- 286 f) Conducts the annual review of graduate students.
287 g) Regularly reviews the Graduate Policies and Procedures Manual.

288

289 **2. Undergraduate Committee:**

290 Composition: Director of the Undergraduate Program, Director of the Marine Biology
291 Program, Associate Chairperson, Chairperson of the Honors Committee, plus one
292 member elected by the faculty for three-year staggered terms. Director of the
293 Undergraduate Program is *ex-officio* the chairperson. The Undergraduate
294 Committee is responsible for the operation of the BS programs in Biology and
295 Marine Biology. Its charge is to improve the quality of the educational experience
296 for our undergraduate students.

297 The responsibilities of the committee include the following:

- 298 a) Advises the Chairperson on timing of undergraduate courses to improve the
299 ability of students to graduate in a reasonable time period.
- 300 b) Recommends changes in procedures that will improve conditions for
301 undergraduates and improve program quality by formulating motions to be voted
302 on by the Department.
- 303 c) Oversees the undergraduate listserv and frequently informs students of issues that
304 will help them in their major.
- 305 d) Recommends students for annual College awards, and seeks outside funding to
306 increase the cash value of such rewards.
- 307 e) Supports the organization and maintenance of student clubs in Biology.
- 308 f) In the spring semester, solicits applicants for and selects recipient for the Cuervo
309 Award
- 310 g) Provides information to the faculty about any changes in the curriculum or rules
311 that will be important in advising.

312

313 **3. Honors Committee:**

314 Composition: Five faculty members. All are elected by the faculty for three-year
315 staggered terms. The Honors Committee oversees the Biology Honors Program,
316 including advising students about the Honors course, preparation of the Honors
317 thesis and organizing the thesis presentations. Any faculty in Biological Sciences
318 can mentor undergraduate students in the Honors Program in Biological Sciences.

319 The responsibilities of the committee include the following:

- 320 a) Promotes the Biology Undergraduate Honors program
- 321 a) Reviews applicants and accepts candidates into the Program
- 322 b) Reads and comments on honors theses produced by Honors students

- 323 c) Attends Honors student presentations
- 324 d) Awards Undergraduate Honors in Biological Sciences

325 **4. Personnel Committee:**

326 Composition: Five faculty members, elected by the faculty for three-year staggered
327 terms. The Personnel Committee is responsible for initiating and overseeing the
328 processes related to faculty advancement.

329 The responsibilities of the committee include the following:

- 330 a) Initiates the self-evaluation process used in annual faculty evaluations. Initial
331 announcements must be made by the end of February, and the self-evaluations
332 must be submitted by the first Monday in April.
- 333 b) Evaluates faculty based on the common criteria listed in the by-laws, but
334 independently of the Chairperson.
- 335 c) Works with the Chairperson to finalize the annual evaluations by the first Monday
336 in May.
- 337 d) Organizes the third-year evaluation meeting for tenure-earning faculty, in
338 consultation with the Chairperson.
- 339 e) Works with the chairperson to recommend priorities for merit raises when such
340 funds are available, using guidelines listed in the By-laws below.
- 341 f) Works with the Chairperson to recommend faculty for awards within the
342 University, and assists in the preparation of the folders for such awards.
- 343 g) Assists the Chairperson with guiding: i) faculty who are applying for tenure
344 and/or promotion in the coming year, and ii) Lecturers/Instructors (or Senior
345 Lecturers/Instructors) applying for promotion to Senior (or University)
346 Lecturer/Instructor in the coming year by providing them with the appropriate
347 guidance, including precise deadlines for each step in the application process.
- 348 h) Advises faculty in the selection of mentors.
- 349 i) Coordinates and holds elections for departmental committees, with the exception
350 of the election of the Department Chair, which is coordinated by the Executive
351 Committee.

352

353 **5. Education Committee:**

354 Composition: Five faculty members, elected by the faculty for three year, staggered
355 terms. The Education Committee monitors and helps to improve the quality of
356 undergraduate and graduate educational activities within the department. This
357 committee is responsible for conducting peer-reviewed teaching evaluations.

358 The responsibilities of the committee include the following:

- 359 a) Develops and implements a plan for prearranged classroom visits of faculty
360 members, in accordance with the BOT/UFF Agreement.
- 361 b) Following the Procedures for the Peer Review of Teaching approved by the
362 department, assesses and summarizes teaching by faculty members upon request
363 and provides written reports to the faculty member being evaluated.
- 364 c) Periodically announces the availability of workshops and other means of learning
365 about new pedagogical techniques and the availability of new technologies to aid
366 in teaching.

367 **6. Biology Symposium and Seminar Committee:**

368 Composition: Five faculty members, elected by the faculty for three-year staggered
369 terms. Committee composition: two members are from MMC, two from BBC and
370 one at-large. The Biology Symposium and Seminar Committee is responsible for
371 organizing and conducting the Biology and Marine Science seminars, the Glaser
372 Seminar and the Biology symposium. Typically, each committee member takes
373 responsibility for one of these tasks, or committee members cooperate on two of
374 them.

375 The responsibilities of the committee include the following:

- 376 a) Inviting and hosting the weekly Biology Seminar Series at UP.
- 377 b) Inviting and hosting the Marine Science seminar series at BBC.
- 378 c) Organizing the annual Glaser course and Seminar.
- 379 d) Organizing the annual Biology Symposium, held prior to graduate student
380 admissions in the spring
- 381 e) Coordinating the various seminar series to avoid conflicts as much as possible.

382 **7. Executive Committee**

383 The Executive Committee is composed of the chairpersons of the Graduate Committee,
384 Undergraduate Committee, Personnel Committee, Education Committee, the
385 Associate Chairperson and the Director of the Marine Biology Program. The
386 chairperson is selected by a majority vote of its members in its first meeting each
387 academic year. Since it is composed of the chairpersons of the other standing
388 committees, its membership will almost certainly change every year. This
389 committee advises the Chairperson on important issues. Either the Departmental
390 chairperson or the Executive Committee chairperson may call a meeting of the
391 Executive Committee.

392 The responsibilities of the committee include the following:

- 393 a) Meets with the Chairperson, by request, prior to faculty meetings of high
394 importance to help set the agenda and aims for such meetings.
- 395 b) Supervises departmental elections for the Department Chairperson. Should
396 dissatisfaction arise, supervises votes of no confidence in the Chairperson.

- 397 c) Supervises the annual evaluation of the Chairperson, as mandated by the CAS and
398 Academic Affairs (CAS Constitution III.C.8).
- 399 d) Advises the Chairperson when important issues arise, especially when time does
400 not permit airing such issues in a departmental meeting.
- 401 e) Is kept aware of the conditions of the department budget during the year, and
402 provides advice to the Chairperson about expenditures.
- 403 f) Supplies a person (chairperson or other committee member) as Acting
404 Chairperson in the absence of the Chairperson and the Associate Chairperson.
405

406 **G. Departmental Representatives**

407 There are significant service activities where faculty participation is important for the
408 welfare of the department, but an individual, the Representative, is sufficient to
409 fulfill the responsibilities. The terms of service are for three-year renewable terms,
410 appointed by the Chairperson.

411 **1. Library Representative**

412 Facilitates faculty book orders and sits on the College Library Committee.

413 **2. Curriculum Representative**

414 Coordinates all curriculum and catalog changes, works with faculty and representatives
415 in other departments on curriculum matters, and serves on the CAS Curriculum
416 Committee.
417

418 **H. Heads of Facilities**

419 Various departmental facilities require some supervision, and individuals are assigned to
420 these service/administrative functions for indefinite periods by the Chairperson.

421 **1. Greenhouse/Conservatory Director**

422 Supervises the work of the Greenhouse/Conservatory Manager to insure the proper
423 maintenance and operation of these facilities. In conjunction with the Manager,
424 develops and oversees usage policies.

425 **2. DNA Core Facility Director**

426 Supervises the work of the Core Facility Manager to insure the proper maintenance and
427 operation of this facility. In conjunction with the Manager, develops and oversees
428 usage policies and fees for services.

429 **3. Tissue Culture Facility Director**

430 Supervises the work of the Tissue Culture Facility Manager to insure the proper
431 maintenance and operation of this facility. In conjunction with the Manager,
432 develops and oversees usage policies.

433 **4. Aquarium Facility Director**

434 Supervises the work of the Aquarium Facility Manager to insure the maintenance and
435 proper operation of this facility. In conjunction with the Manager, develops and
436 oversees usage policies.

437 **5. Confocal Microscopy Facility Director**

438 Oversees usage and maintenance of the confocal microscope.
439

440 **III.POLICIES AND PROCEDURES**

441 **A. *Department Faculty Meetings***

442 **1. Regular Faculty Meetings**

- 443 a) Meetings will be held once a month at a time agreed to by faculty consensus at the
444 beginning of the fall term.
- 445 b) A quorum will consist of 51% of the faculty not on sabbatical or leave.
- 446 c) Records of all meeting agendas and minutes will be supervised by the
447 Chairperson and stored both electronically and on paper by the Office Manager.
- 448 d) For faculty unable to participate in a particular meeting, absentee ballots can be
449 used for votes on motions that have been placed on the agenda, but these ballots
450 cannot be extrapolated to motions that were not on the agenda, including
451 amendments to the original motion. Absentee ballots are given to the
452 Chairperson by an email to the Office Manager or designated staff member by 9
453 AM on the morning of the vote. The staff member records the vote on a ballot
454 and gives it to the Chair. Alternatively, by 9 AM on the morning of the vote,
455 votes are given directly to the Chairperson in writing on a ballot placed in a blank
456 envelope inside a second sealed envelope with an original signature on the sealed
457 flap. Absentee voting by BBC campus members follows the same procedures.
- 458 e) Faculty at BBC can participate in faculty meetings via IT connections, and one
459 meeting each year will be held at BBC.
- 460 f) Recommendations brought to the faculty by Departmental committees are
461 seconded motions and can be discussed and voted on immediately.
- 462 g) In general, voting on motions will be tabulated in an open manner, unless a
463 motion that the vote be confidential is approved. However, all voting on tenure
464 and promotion matters (but not on short list decisions) is done by confidential
465 written ballots.

466 h) In order to vote on departmental matters, faculty should have a 50% or greater
467 appointment in the Department of Biological Sciences.

468 **2. Special Faculty Meetings**

469 Special faculty meetings may be required at other times to conduct pressing business,
470 such as interview short-listing, hiring, or promotion meetings. Such meetings can be
471 called by the Chairperson either at a regular faculty meeting or by e-mail, when
472 he/she sees a need or when requested by the Executive Committee. Special faculty
473 meetings must be scheduled 5 days in advance (counting all calendar days, including
474 the day the meeting is called but excluding the day of the meeting). The exact
475 purpose of the meeting must be announced when the meeting is called, and, with the
476 exception of motions relating to procedure without direct reference to a particular
477 substantive item of business, only business mentioned in the call can be transacted at
478 the special meeting.

479

480 **B. Hiring**

481 a) Hiring of all faculty will begin with a decision in the department on the priority of
482 positions within disciplinary areas. Such decisions will be based on strategic
483 research themes that are the outcome of long-term planning, as well as meeting
484 the needs of undergraduate teaching. Consensus among disciplinary or other
485 groups in the department will also be important. In addition, the department
486 should have flexibility in the event that unique hiring opportunities arise. These
487 opportunistic hires should be in keeping with the overall strategic plan of the
488 department and should be limited to candidates of a caliber superior to what
489 might be expected from a standard search in a given area. Opportunistic hires
490 may also include cluster hiring plans, if consistent with the department's long-
491 term hiring strategies.

492 b) The Chairperson will confer with the Dean to obtain approval for searching for
493 one or more of these positions.

494 c) The Chairperson assures the formation of a search committee that consists of a
495 minimum of three faculty members and fulfills the EOP requirements.
496 Additionally, meetings and actions of this committee must fulfill EOP
497 requirements. The committee appoints its Chairperson. The search committee
498 will write a position announcement and advertisement that will be circulated to
499 the department for comments. With approval of the Chairperson and Dean's
500 Office, the advertisements will be sent out with an appropriate deadline.

501 d) Once the deadline has passed, the search committee will expeditiously review the
502 candidate applications and form a short list that will be made available to the
503 faculty.

504 e) All faculty members will be free to examine all candidate files and may nominate
505 additional names to the short list. A copy of such files will be available through
506 the Departmental Intranet. A portion of the next faculty meeting will be allocated

- 507 to discussion and voting by all faculty members to create a short list of
508 candidates.
- 509 f) Faculty will discuss and vote on the viability of all candidates from the short list
510 before they are ranked. After additional discussion, faculty will rank the viable
511 candidates from the short list in an open vote using the following procedure. For
512 the first round, each faculty member has one vote for their top candidate; the
513 candidate with the most votes > 50% is ranked as the first choice. If no candidate
514 gets > 50% of the votes, then the faculty ranks the top two candidates. After the
515 first round, the top candidate is placed on the interview list and removed from the
516 voting pool. The second round is conducted like the first round, and the top-
517 ranked candidate is placed second on the interview list and removed from the
518 pool. The third round repeats the procedure to provide the third candidate, and
519 the procedure will continue to rank all candidates from the short list.
- 520 g) The Chairperson will make the department's preferences known to the Dean
521 before interviews begin.
- 522 h) The search committee will organize the interview visits of each candidate.
- 523 i) Ranking of candidates after interviews follows the procedure for ranking
524 candidates for the short list (see III.B.f, above); the spirit of the voting is that
525 each ranked candidate has > 50 % support from the faculty for that rank.
526 Absentee ballots must provide a ranked list, and votes from these ballots will be
527 recorded in order of their ranks (i.e., #1 is voted for until that candidate is
528 removed, then #2 is voted for until that one is removed, etc.)

529

530 **C. Assignments**

- 531 a) All faculty must receive an annual assignment at least six weeks prior to the
532 beginning of the academic year, in accordance with the Academic Policy Manual
533 and the UFF/BOT Collective bargaining Agreement. Faculty just starting or
534 beginning mid-year will receive an annual assignment prior to the beginning of
535 their contract in a given year.
- 536 b) It is the responsibility of the Chairperson to write these assignments, but he/she
537 may consult closely with the Personnel Committee and the faculty member on
538 such assignments.
- 539 c) The standard assignment is divided among teaching, research, service, and, if
540 appropriate, administration. Percent time allocated to each category varies
541 among faculty.
- 542 d) Any faculty member with at least a 25% appointment in the Department of
543 Biological Sciences is expected to teach a course in the department's
544 undergraduate curriculum, which can be cross-listed with a graduate course, at
545 least once every two years, exclusive of supervised research credits and narrowly
546 specialized courses.

- 547 e) Based on goals provided in the faculty annual self-evaluation, particularly with
548 evidence of previous progress towards such goals, the Chairperson may change
549 the faculty member's assignment to help in the realization of such goals.
- 550 f) Given a long pattern (~5 years) of little evidence of scholarship, the Chairperson,
551 in consultation with both the faculty member and the Personnel Committee, may
552 change the assignment of that faculty member to increase the proportion
553 allocated to instruction.
- 554 g) Upon receiving the assignment, each faculty member can request a meeting with
555 the Chairperson to discuss disagreements about the assignment. The Chairperson
556 is obligated to expeditiously find a time to meet with that faculty member.
557 Failing to identify a resolution at that time, the Chairperson must make the
558 assignment final, and the faculty member may seek further redress by the
559 grievance process.

560

561 **D. Advising**

562 All faculty members are required by the Academic Policy Manual and the UFF/BOT
563 Bargaining Agreement to maintain hours for advising (four hours per week) in an
564 office and near a telephone.

565

566 **E. Summer Teaching**

567 Faculty assignments for summer teaching will depend upon the availability of funding.
568 Payment for such teaching will be consistent with the UFF/BOT Collective
569 Bargaining Agreement. Assignments to courses will be prioritized by the need to
570 fulfill requirements in this order: (1) the lower division core; (2) our major pre-
571 requisites (BSC 1010 & 1011); (3) major requirements; (4) large-enrollment
572 electives; and (5) key graduate courses. Priority will be given to courses of probable
573 high enrollment. When there are insufficient course opportunities for the number of
574 faculty who wish to teach, the Chairperson will assign faculty based on the above
575 priority list and by rotating faculty to provide equal opportunity among all faculty.

576

577 **F. Annual Evaluations**

- 578 a) Every faculty member will be evaluated based on: (1) their annual assignment and (2)
579 in the context of the goals stated in their previous annual evaluation.
- 580 b) Each area of activity (scholarship, instruction and service) will be evaluated on a five
581 point scale—outstanding, excellent, good, satisfactory, unsatisfactory—and the value
582 will be factored by the weight of the proportion of assignment, depending on the
583 annual assignment of that individual. The result will be a numerical value on a scale
584 of 1 to 5, based on the qualitative evaluations of each of the activities.

- 585 c) The Personnel Committee and Chairperson will make separate evaluations, and will
586 meet to form a consensus/compromise on the evaluations for each faculty member.
- 587 d) The Personnel Committee, faculty at large, and Chairperson will develop criteria for
588 merit performance in the three areas of assignment.
- 589 e) Since the evaluations are explicitly qualitative, faculty members have the opportunity
590 to describe meritorious activity. Such notable activity may fall into areas of
591 scholarship, instruction and service. For scholarship, a concise statement of why a
592 result or synthesis is particularly important in a field can be made. A description can
593 be provided for highly meritorious activity in instruction and service. Such
594 information may be included in the faculty self-evaluation form for the evaluation
595 period.
- 596 f) Adequate scholarship activity translates as an average of one paper and one meeting
597 presentation per year, but many faculty will publish several papers in a single year,
598 and then none in the next year. The Chairperson and Committee must use a moving
599 average of ~3 years to determine the adequacy of research activity.
- 600 g) The level of funding for an individual is not necessarily important information in
601 evaluating scholarship. However, the receipt of a highly competitive National award
602 (i.e. NIH R01, or NSF discipline area) is strong evidence of the value of the
603 recipient's research in a field and should be considered highly meritorious.
- 604 h) The scholarly productivity of the faculty member's research laboratory, as evidenced
605 by presentations or refereed papers published by students with or without the co-
606 authorship of the professor, should be considered as part of the professor's
607 scholarship together with the funding and research resources put together in the
608 laboratory.
- 609 i) Faculty will not be evaluated during a non-paid leave of absence.
- 610 j) The strict timing of the evaluation process, as described in the Academic Policies
611 Manual and the UFF/BOT Collective Bargaining Agreement, must be followed. The
612 deadlines for submission of self-evaluations and the Chairperson's completion of the
613 evaluations to be sent to faculty are reported in a previous section of these by-laws.
- 614 k) According to the regulations listed above, each faculty member has the right to see
615 the Chairperson about their evaluation and argue for its modification. The
616 Chairperson has the responsibility to meet promptly with the individual. The
617 Chairperson, upon hearing these arguments, may modify the evaluation or leave it
618 unchanged. Each faculty member must sign the evaluation to signify that he/she has
619 read it, but the signature does not necessarily mean agreement with the evaluation.
620 Each faculty member then has the option of sending an independent letter to the Dean
621 in rebuttal of the Chairperson's evaluation. This letter will be included in the faculty
622 member's personnel file.

- 623 l) The period of evaluation is the total of the 12 months leading up to the evaluation,
624 April 1 of the previous year through March 31 of the present year. Thus, instructional
625 evaluation should include courses taught during the summer and fall semesters of the
626 previous year and spring semester of the present year. Student teaching evaluations
627 included in the evaluation, however, will lag behind this by a semester. The products
628 of scholarship to be evaluated will be those actually published during the year, as
629 stated above. Articles submitted or in press should be listed only as evidence of
630 ongoing activity. Grant submissions and acceptances should similarly be listed as
631 evidence of ongoing activity.
- 632 m) An important part of the evaluation is to assess a faculty member's success in
633 achieving the goals set in the previous year in the self-evaluation report, as well as
634 modifying future goals based on the past year's results. Goals may be important in
635 modifying annual assignments as requested by a faculty member.
- 636 n) Any member of the Personnel Committee must completely exclude himself or herself
637 from discussion about their own evaluation or the evaluation of a spouse or
638 companion. The Personnel Committee meetings in which faculty are evaluated will
639 be closed to any outside participation to ensure confidentiality. Any faculty member,
640 if he/she suspects that a member may have a personal bias against that person, may
641 request that the committee member be removed from that discussion. Thus, the
642 Personnel Committee minus the member in question will carry out and summarize the
643 evaluation.
- 644 o) In the annual evaluations of tenure-earning faculty, the Chairperson will write an
645 explicit statement as to whether the individual is making adequate process towards
646 tenure and may rate that progress.
- 647 p) For annual evaluation of USPS and A&P employees, employees will write a brief
648 memorandum of their goals for the previous year, their activities during the year in
649 light of those goals, and their goals for the coming year. The Chairperson, in
650 consultation with the Office Manager, Associate Chairperson, and Director of the
651 Marine Science Program, as appropriate, will complete the evaluation using the forms
652 provided by the Administration.

653

654 **G. *Evaluations for Merit Raises***

655 Evaluations for merit raises will be based on the averages of all annual evaluations since
656 the previous merit raise. The Chairperson will argue for the broadest possible reach
657 of merit in the department. The process for recommending merit raises to the CAS
658 Dean will follow merit procedures as defined in the UFF/BOT Collective Bargaining
659 Agreement and the College.

660

661 **H. *Third Year Review***

662 The Personnel Committee will schedule a meeting during the spring semester of a tenure-
663 track faculty member's third year at FIU to conduct a Third Year Review. Two
664 weeks before the meeting the candidate will forward to the Third Year Review
665 Committee copies of: (1) their CV, in FIU format (see University Tenure and
666 Promotion manual); (2) a list of courses taught, including thesis and dissertation
667 committees with a statement about student mentoring; (3) a 1-3 page description of
668 goals with a work plan for the two year period before application for tenure; (4)
669 copies of annual evaluations; and (5) copies of self-evaluations. The Third Year
670 Review Committee will consist of at least three tenured members of the Personnel
671 Committee. The faculty mentor (see I.1.b) will also be informed of this meeting and
672 invited to attend. The review, which will be in written format, will be a summary of
673 the Committee's assessment and will be signed by the Chair of the Third Year
674 Review Committee. The review material will then be forwarded to the Department
675 Chair, together with the Committee review, and the Department Chair will write
676 his/her Third Year Review. The Department Chair may not be a member of the Third
677 Year Review Committee. The review package, together with copies of both reviews
678 (Committee and Chair) will then be forwarded to the Dean's Office. Faculty with
679 joint appointments will also be evaluated by the Chairperson of the department or
680 Director of the program where tenure does not reside. The Chairperson of the
681 department will request such an evaluation at the same time that the departmental
682 committee begins to review the materials for its evaluation of the candidate.

683

684 I. ***The Tenure/Promotion and Promotion Processes***

685 1. **Tenure-track and tenured faculty**

- 686 a) The timing and procedure for application for tenure and promotion to Associate
687 Professor, and for promotion to Full Professor, are established by the University
688 and implemented by the Personnel Committee. The deadlines and schedule at
689 each stage vary from year to year and are posted on the Academic Affairs
690 website. For each year this University schedule will be provided to the
691 department by the Chairperson. The Personnel Committee will follow the
692 schedule and the guidelines published in the Academic Policy Manual and the
693 UFF/BOT Bargaining Agreement. Procedures are the same for tenure/promotion
694 and promotion, except that for promotion to Full Professor, no mentor is
695 involved.
- 696 b) During the first semester of his/her employment, each tenure-earning faculty
697 member will be assigned a faculty mentor, chosen from among tenured faculty by
698 the Chairperson with input from the Personnel Committee and through
699 consultation with the new faculty member. The mentor will advise the candidate
700 on tenure/promotion issues in the years leading to the three-year review and the
701 tenure application.

- 702 c) Candidates for tenure and promotion are identified by the University during the
703 spring of the year in which they apply for tenure/promotion. Such candidates
704 must be approved by the CAS Dean. Candidates with tenure-earning credit may
705 request that tenure applications be postponed based on that credit.
- 706 d) Selection of External Letters:
- 707 e) During the spring semester, the Chairperson will contact six potential external
708 evaluators for their willingness to write letters, to insure that a minimum of five
709 external letters are available for the file. The candidate will provide a list of four
710 potential reviewers, from which the Chairperson will choose two. The other four
711 reviewers will be solicited by the Chairperson from recommendations by the
712 Personnel Committee and any faculty experts. None of these reviewers can have
713 direct collaboration with the candidate.
- 714 f) The Chairperson will write detailed letters requesting the evaluative letters from
715 the external reviewers during the summer. Each letter writer will send a
716 complete CV, which will be added to the candidate file along with the letter.
- 717 g) The Chairperson will write letters requesting evaluation letters from three internal
718 (FIU) reviewers during the summer. These letters may not be written by any
719 member of the Personnel Committee.
- 720 h) Tenure and Promotion Files will be completed by the candidates, with assistance
721 from the Personnel Committee, and shall be completed by the deadline for
722 faculty review provided by the University.
- 723 i) Faculty meetings for the evaluation of each candidate applying for tenure and/or
724 promotion in a given year must be scheduled separately during the period
725 specified by the University.
- 726 j) Tenure and Promotion meetings will be held with all faculty invited to participate.
727 Each faculty member should have thoroughly reviewed each candidate's file.
728 Faculty below the rank of those being considered are ineligible to have their vote
729 recorded on the application and promotion files of tenure-track/tenured faculty.
730 However, all faculty are encouraged to vote and participate in the questioning
731 and discussion. All discussions and votes made during TP meetings must remain
732 confidential, and the rank of the voters must be indicated on the ballot.
- 733 k) In accordance with the Academic Affairs Tenure and Promotion Manual, only
734 the votes of faculty on tenure-track at or above the rank being voted on are
735 formally recorded in the promotion file of tenure-track/tenured faculty. The votes
736 of the other departmental faculty members are recorded by rank and only
737 reported to the Personnel Committee and the Chairperson but not recorded in the
738 promotion file. The meetings for each candidate are run by the Chairperson of
739 the Personnel Committee, or by a designated Committee member if the Personnel
740 Chairperson is absent. Absentee ballots will be provided to faculty members who
741 cannot attend the meeting in such a manner that anonymity is preserved. These
742 ballots (identical to those used in the meeting) will be counted during the normal
743 vote count during the tenure and/or promotion meeting. No late absentee ballots
744 will be accepted.

- 745 l) The Chairperson may participate in the meeting as a faculty member but will not
746 vote on the candidate's application. The Chairperson will write a letter
747 evaluating the application and assessing the department's enthusiasm for the
748 application. This letter, along with the letter of evaluation from the Personnel
749 Committee, will be placed in the candidate's file, consistent with the Academic
750 Affairs Tenure and Promotion Manual.
- 751 m) The Chair of the Personnel Committee, with assistance from Personnel
752 Committee members, counts the votes for and against tenure and/or promotion
753 and records the results onto the voting page in the tenure/promotion file. The
754 Chair of the Committee then signs this page attesting to the validity of the vote
755 count. The Personnel Committee reviews the file for completeness, and the
756 Chairperson submits the file to the Dean's office prior to the College deadline.
- 757 n) Faculty are prohibited from discussing the merits of spouses or companions who
758 are applying for tenure/promotion during the meeting and must abstain from
759 voting.
- 760 o) Before taking a position at FIU, as part of their offer, individuals with a tenure-
761 track record or comparable experience may negotiate tenure-earning credit with
762 the Dean, which is then approved by the Provost. Such individuals may then
763 elect to apply for tenure and promotion a year or more early, depending on the
764 negotiated credit.

765 **2. Non-Tenure-Track Faculty**

766 Procedures for promotion of non-tenure-track (NTT) faculty are carried out in accordance
767 with the University guidelines (see "Appointment and Promotion Guidelines for Non-
768 Tenure-Track Faculty"). If a NTT faculty member decides to apply for promotion,
769 he/she will inform the Chairperson at the beginning of the spring semester prior to the
770 fall during which he/she will apply.

771 **3. NTT Senior Instructor/Lecturer**

772 The position of Senior Instructor/Lecturer is a position typically obtained through
773 promotion from Instructor/Lecturer. This promotion will not be considered prior to
774 the start of the sixth year as an Instructor/Lecturer. In May of each year, the Provost
775 will submit a list of those eligible to apply for Non-Tenure-track Promotion
776 consideration during the next academic year. Senior Instructors/Lecturers receive
777 renewable, two-year appointments. Instructors/Lecturers are not required to apply for
778 promotion at any time, and an Instructor/Lecturer applying and failing may continue
779 as an Instructor/Lecturer. For promotion to Senior Instructor/Lecturer, the NTT
780 faculty member assembles a promotion file that demonstrates a consistent record of
781 outstanding teaching. There must be evidence that students having attained the
782 student learning outcomes and that the Instructor/Lecturer has used the assessment of
783 student learning outcomes to influence his or her subsequent teaching in a positive
784 manner. Pedagogical publications, classroom and laboratory innovations,
785 contributions to student advising, and university service should be included in the
786 promotion application. In addition to the above documentation, the promotion dossier

787 should include peer evaluations and indications of any teaching awards received, as
788 well as annual evaluations by the Chairperson.

789 **4. NTT University Instructor/Lecturer**

790 The University Instructor/Lecturer position is typically obtained through promotion from
791 Senior Instructor/Lecturer. Such promotion will not be considered prior to the start of
792 the sixth year of continuous service as a Senior Instructor/Lecturer. In the sixth year
793 as a Senior Instructor/Lecturer, application can be made for promotion to University
794 Instructor/Lecturer. University Instructors/Lecturers receive renewable, four-year
795 appointments. Senior Instructors/Lecturers are not required to apply for promotion,
796 and a Senior Instructor/Lecturer applying and failing may continue as a Senior
797 Instructor/Lecturer. Promotion to University Instructor/Lecturer uses the same
798 criteria as those for promotion to Senior Instructor/Lecturer. The applicant will
799 assemble a promotion file documenting productivity since appointment as a Senior
800 Instructor/Lecturer. The consistency of teaching success, evidence of teaching quality
801 enhancement, contribution to pedagogy, innovation, and service are important
802 considerations for promotion to University Instructor/Lecturer.

803 **5. Procedures for NTT Promotions**

- 804 a) Upon being informed of the intention of a NTT faculty member to apply for
805 promotion, the Chairperson will appoint an *ad hoc* committee, the NTT
806 Promotion Review Committee, to oversee the departmental review. This
807 committee will consist of two Senior Instructors/Lecturers or University
808 Instructor/Lecturers (or Instructors/Lecturers, if no Senior Instructors/Lecturers
809 or University Instructor/Lecturers are in the department) and three tenured faculty
810 members and is chaired by one of the tenured faculty members. The committee
811 will oversee the Departmental review of the application and will summarize the
812 Departmental discussion and vote and make a recommendation to the Chair, who
813 makes a recommendation to the Dean, who makes a recommendation to the
814 Provost. The promotion is effective in the fall semester subsequent to that of the
815 approval by the Provost.
- 816 b) Promotion Files will be completed by the candidates, with assistance from the
817 NTT Promotion Review Committee, and shall be completed by the deadline
818 provided by the University.
- 819 c) Faculty meetings for the evaluation of each candidate must be separately
820 scheduled during the period specified by the University schedule.
- 821 d) Promotion meetings will be held with all faculty invited to participate. The
822 meetings for each candidate are run by the Chairperson of the NTT Promotion
823 Review Committee, or a designated Committee member. Votes are confidential,
824 and the rank of the voter must be designated on the ballot. Absentee ballots will
825 be provided to faculty members who cannot attend the meeting in such a manner
826 that anonymity is preserved, and filing absentee ballots will follow the
827 procedures outlined for absentee ballots (III.A.d). These ballots (identical to
828 those used in the meeting) will be counted during the vote count in that particular

- 829 promotion meeting. All votes will be counted and recorded. No late absentee
830 ballots will be accepted.
- 831 e) The Chairperson may participate in the meeting as a faculty member, but will not
832 vote on the candidate's application. The Chairperson will write a letter evaluating
833 the application and the department's response to it, to be placed in the candidate's
834 file, consistent with the Academic Affairs Tenure and Promotion Manual.
- 835 f) The Chair of the NTT Promotion Review Committee records the vote by rank,
836 enters it into the file, and signs the page to validate the results of the voting. The
837 Chair also writes a collaborative letter of evaluation of the application (signed by
838 the Chair and other members of the committee) and places the letter in the file.
839 After the Chairperson has added his/her letter of evaluation, he/she submits the
840 file to the Dean's office prior to the College deadline. Committee members can
841 both vote on the applicant and sign the letter from the Committee.
- 842 g) Faculty members are prohibited from discussing the merits of spouses or
843 companions who are applying for promotion during the meeting and spouses and
844 companions must abstain from voting.

845

846 **J. *The Department Budget***

847 The E & G budget is provided by the College to the Department in July at the beginning
848 of the fiscal year. The budget is maintained by the Office Manager. The Chairperson
849 is the Chief Financial Officer of the department, and is therefore ultimately
850 responsible for the allocation of resources to support the teaching and administrative
851 functions of the department. The Chairperson is responsible for signing USPS and
852 A&P time cards, except when he/she designates that responsibility to the Office
853 Manager or Associate Chair. The Chairperson is also responsible for authorizing
854 major expenditures in the department. At BBC, the Marine Science Director has the
855 same responsibility (for Biology and Marine Biology budgets) and will work with the
856 Chairperson to insure proper use of funds. The Chairperson will report on the budget
857 to the department through memoranda and in departmental meetings and may obtain
858 advice from the Executive Committee, as well as from the department as a whole, on
859 important financial issues.

860

861 **K. *Travel Policy***

862 Funds to support scholarly-related travel reside within the Department's E & G budget, as
863 well as in the CAS. Depending upon the availability of funds, the Department will
864 support travel once per year for non-tenured tenure-track faculty members and for
865 graduate students to attend meetings or conferences if presenting a paper. If
866 presenting papers at two meetings or conferences, additional funds may be requested.
867 Requests to subsidize participation in a conference devoted to teaching quality may
868 also be supported, depending upon the availability of funds.

869 **L. Spousal/Partner Hires**

870 Since a flexible policy that supports the hiring of faculty in marriage/partnership
871 improves our opportunities for hiring quality faculty more likely to remain in the
872 department, the Department supports in concept the possibility of such hires. If such
873 an issue arises out of a hire in another department, or in the interview process for the
874 selection of a single faculty member in our department, the department will meet to
875 entertain motions concerning co-hires that may be forwarded to the Dean of the
876 College of Arts and Sciences for further discussion and possible approval. Such hires
877 are generally limited by the number of lines available for a department in a given
878 year, but may be possible in special circumstances. Normal interview procedures, i.e.
879 faculty meetings, a seminar, and discussion and voting in a faculty meeting, should be
880 followed in such hires.

881

882 **M. Other Faculty**

883 Other faculty may be appointed to the department. These faculty do not have the voting
884 rights of faculty with $\geq 50\%$ appointments. Such faculty include:

885 **1. Emeritus Faculty**

886 Retiring faculty may apply to the department for an emeritus position. This application
887 consists of a memorandum describing the scholarly activities to be pursued as a
888 faculty member. An application is voted upon by the faculty during a faculty
889 meeting. The position may be renewed after an initial three year period by a repetition
890 of the procedure described above. Emeritus faculty can maintain an FIU email
891 address and have library privileges.

892 **2. Research Faculty**

893 Scientists who do not work at FIU as tenure-track faculty can be designated as Research
894 Faculty by a vote of the faculty in a faculty meeting, after the CV of such a person
895 has been sent with a supporting memo to all faculty members in the Department.
896 Research faculty may engage in collaborative research with faculty or, upon
897 acceptance as Graduate Faculty by the University Graduate School, can serve as a
898 member of the Graduate Committee of a student. Research faculty can also obtain
899 library privileges and an FIU email account.

900 **3. Adjunct Faculty**

901 The Chairperson may assign qualified individuals to teach courses as the need arises. As
902 temporary instructors, such individuals can receive temporary office space, library
903 privileges and an FIU email address.

904 **4. Visiting Faculty**

905 With approval by the Dean, the department may temporarily hire visiting faculty
906 (professors at different levels and NTT instructors/lecturers at different levels) on two
907 to three year contracts.

908