

**DEPARTMENT BY-LAWS
EDUCATIONAL LEADERSHIP AND POLICY STUDIES
COLLEGE OF EDUCATION
FLORIDA STATE UNIVERSITY**

ARTICLE I: ESTABLISHMENT

The Department of Educational Leadership and Policy Studies (Department) was constituted within the College of Education in the fall of 2001. These bylaws were established by a two-thirds vote of the faculty on January 31, 2002 and have been revised subsequently according to the procedures in Article 8 as amended. Nothing in these current or revised bylaws shall be deemed to override, substitute for, or take the place of any lawful requirement of the collective bargaining agreement between Florida State University and The United Faculty of Florida. The Department may continue to add, modify or delete any language in the by-laws that does not conflict with the collective bargaining agreement as necessary to ensure that the mission and core values of the Department are attained.

ARTICLE II: MISSION AND CORE VALUES

The Department affirms and strives to fulfill the mission of the Florida State University and the College of Education by providing for the advanced professional preparation and continuing development of persons who are committed to education leadership, policy, and institutional improvement at all levels of education. The Department builds educational programs on the foundation of the sociological, anthropological, historical, philosophical, political, and economic perspectives that shape theory and inform practice in education. Using these understandings as a foundation, each students' program of studies will include courses and practical experiences that enhance skills in the theory and practice of educational leadership and policy, and courses that develop the inquiry skills needed for structuring and advancing knowledge and informing practice in the field of education.

The Department governs itself and conducts its professional work in accordance with the ideals of a democratic community. It respects human diversity, the ethical foundations of democratic leadership, and the knowledge base for professional practice shared by high performing educational leaders. It is committed to advancing the theories and practices of policy and leadership in the field of education, both domestic and internationally. This is achieved through the research, service, and teaching roles of its faculty and through the maintenance of an environment in which students and faculty cooperatively and collegially contribute to scholarship and the application of knowledge to the improvement of education.

To complement this mission, the department embraces the following core

values:

- We value a learning community in which students develop a framework of knowledge that enables them to think critically, articulate values, and put their knowledge and skills to use.
- We value synergistic relationships in which faculty, students, staff, and practicing professionals identify and share in the realization of mutually valued learning outcomes.
- We value an open community based upon democratic ideals in which freedom of expression is protected, civility is affirmed, and appreciation and understanding of individual differences are honored.
- We value a caring community in which the well being of each person is important.

ARTICLE III. DEPARTMENT CHAIR

The Department Chair is the chief executive officer of the Department and first among equals among the Department's faculty and on the Departmental Advisory Committee [Advisory Committee].

Duties

The Department Chair is the executive officer of the department and serves as facilitator, mentor and articulator of faculty governance. In pursuance of these responsibilities, she/he

1. Calls and presides at a regular meeting of the faculty at least once each term during the academic year;
2. Formulates the agenda for faculty meetings and Advisory Committee meetings;
3. Communicates to the faculty information regarding challenges and opportunities currently facing the Department and its constituent programs,
4. Coordinates the Advisory Committee in making and implementing the decisions required to respond to challenges and opportunities, including where appropriate the nomination and supervision of standing or ad hoc subcommittees of faculty, staff, and/or students to deal with particular issues in greater depth;
5. Represents the Department in outside venues where the interests of the Unit are at stake, including the College of Education Deans and Chairs Meetings;
6. Communicates to the Dean and other University offices, as appropriate, information regarding Department operations, proposals emanating from the faculty, and responses to requests formulated by the these offices;
7. Supervises the distribution of resources and responsibilities across academic programs and faculty within the Department and conducts

related decision making in a strategic, collegial, and democratic manner;

8. Acts on the recommendations of the Advisory Committee; and
9. Makes any other decisions and takes any other initiatives necessary to ensure harmonious operation of the Department, including supervision of staff and faculty and/or resolution of policy-relevant issues on an as needed basis.
10. Conducts annual faculty review;
11. Supervises preparation of faculty Assignments of Responsibility;
12. Recommends awards, sabbaticals, leaves and other honorary considerations;
13. Assists faculty with development and submission of applications for contracts and grants;
14. Monitors the implementation of the academic programs in cooperation with faculty and students of the Department's degree authorizations;
15. Supervises the recruitment and work of staff;
16. Administers budgets in consultation with the Advisory Committee; and
17. Selects and recommends members for search committees to fill faculty vacancies.
18. Oversees faculty interactions with students

3. Term of Office

Every three years, an election shall be held for the position of Department Chair. In the interests of promoting shared democratic governance of the Department, no Chair may serve more than two consecutive terms, though previous Chairs may resume duties for no more than a second period as long as they do not serve, in total, more than two terms, if chosen to do so by Department faculty.

4. Selection

The Department Chair is selected by majority vote of the Department faculty and serves for a term of three years, except in case of retirement or removal from office. The Dean of the College of Education must ratify the selection of the Chair.

5. Procedure

When a vacancy or the end of a term of office occurs at the Chairperson level, the Department Advisory Committee will serve as an Ad Hoc Chair Selection Committee. The Dean will meet with the Advisory Committee to review mutual expectations and the Advisory Committee will designate their own Selection Committee Chair. The Committee will seek written nominations (including self-nominations) for the next term. The Selection Committee Chair will ask nominees if they are willing to serve and stand for election.

Once this process is completed, the Selection Committee Chair will meet with the Dean and the Department Chair in order to report on the slate that has emerged for the Department Chairperson position; and

If the Dean approves the slate, the Committee then schedules a day for presentation of final candidates to a meeting of the faculty of the Department. Upon this occasion, each candidate may make a brief oral statement of her or his view of the Department Chair position and proposals for priority departmental programming. Candidates will also field questions from departmental faculty members.

Within one week after the meeting at which candidates are presented, faculty members of the Department will be invited to express their preference for the new Department Chair by secret ballot. The Selection Committee Chair will tabulate results of the election. If one candidate has a majority of votes cast, the results shall be communicated to the Dean for his/her approval. If no candidate has a majority of votes cast, the Selection Committee Chair shall conduct a runoff election between the two candidates with the greatest number of votes. The Dean shall resolve tie votes on the second round. The final appointment of the Department Chair shall be at the Dean's discretion.

6. Recall

A petition for a vote of no confidence may be made by any two faculty members via a formal request to the Advisory Committee. The Advisory Committee will serve as an intermediary through which grievances will be shared with the Department Chair, who will be given a chance to respond prior to any vote of no confidence. No more than two such votes may be called in any calendar year.

Upon a two-thirds vote of no confidence in the Chairperson's administrative performance, produced by voting members of the Department, a search shall be initiated under Section 5 above.

ARTICLE IV: DEPARTMENT ADVISORY COMMITTEE

The Department Advisory Committee (Advisory Committee) shall provide support, advice, and counsel to the Chair and to the faculty of the Department. It may recommend establishment of standing and ad hoc committees as may be necessary in the overall management of the Department's work, in securing the welfare of faculty and students, and in assuring compliance with College and University rules.

1. Powers and Duties

The Advisory Committee will be responsible for advising the Chair in meeting the Department's goals and realizing its mission and vision. . The Advisory Committee's responsibilities include:

1. Strategic planning to establish long-range goals and objectives for the Department;
2. Curricular planning and coordination;
3. Staff and faculty development;
4. Budgetary and fiscal planning;
5. Long-range projection of resource needs and resource generation strategies;
6. Development and application of sound accounting and reporting procedures for the Department;
7. Conduct an annual review of the Chair's performance for the purpose of offering recommendations for improvement.

2. Representation and Election

The Advisory Committee shall consist of: 1) Program Coordinators from each of the Department's degree programs (Educational Leadership and Policy and Higher Education) as well as one committee member appointed by the chair and one committee member elected at large by the departmental faculty and 2) the Department Chair as voting members. Non-voting members will include 1) a student representative selected annually to provide the committee with students' perspectives regarding the Department's goals, mission and vision and 2) the Department's Office Administrator (ex-officio capacity).

Selection Procedure for Student Representative:

1. Faculty, staff and students nominate student representative
2. Department Chair appoints the representative

Service

1. The student representative will serve on the Advisory Committee for one year
2. This position will include attendance at scheduled Advisory Committee meetings.

3. Meetings

The Advisory Committee will be chaired by the Department Chair for the length of the duration of that officer's mandate, or by another person named by the Chair in the event of her/his absence. The Advisory Committee shall meet at least once each month during the Fall and Spring semesters of the academic year and at such other times as the Department Chair may determine at her/his discretion or upon petition from at least two members of the Advisory Committee. Any faculty member or student enrolled in the Department may initiate a request for an Advisory Committee meeting by communicating this petition in writing to the Department Chair.

ARTICLE V: STANDING COMMITTEES

The standing committees of the Department include the Curriculum Committee, the Undergraduate Committee, the Faculty Development Committee, the Student Development & Assistantship Committee and the Tenure and Promotion Committee.

1. General Guidelines for Committees

1. Standing committees will be composed of four representatives elected by Department faculty. Committee members will be nominated and selected by vote of the Department faculty, preferably in general meeting prior to the end of the spring semester of the academic year.
2. Unless otherwise indicated, committee membership is limited to voting faculty members of the Department and students currently enrolled in departmental degree programs.
3. Each committee will be chaired by one member elected by the committee for the academic year.
4. The configuration of standing committees presented in this Article may be modified by vote of the Department faculty as circumstances dictate. If shortages of personnel make it impossible at particular periods to fill requisite positions on all committees, their functions may be temporarily combined at the discretion of the Department Chair.
5. The selection of replacements and additions to standing committees may be under taken by a vote of the Department faculty either in a faculty meeting or by mailed ballot.

2. Curriculum Committee

The Curriculum Committee is responsible for reviewing, recommending, and passing on programmatic matters such as the development of new graduate courses, elimination or modification of existing courses, core concentrations, new programs or certifications, and review and rank of university fellowship folders. The chair of the committee serves as Department representative to the College Curriculum Committee.

3. Undergraduate Committee

The Undergraduate Committee is responsible for developing policy regarding undergraduate course offerings and curriculum, monitoring related activities of PEAC and the University Undergraduate Policy Committee, and advising the Department Chair and Advisory Committee on matters related to policy for undergraduate education. At least one member of the committee must teach undergraduate courses. [Alternately: Members must include faculty assigned to supervise the LEAD certificate courses and EDF 1005.]

4. Faculty Development Committee

The Faculty Development Committee is responsible for planning and implementing a system of faculty development that contributes to improved teaching and learning within the Department as well as recognition of outstanding research, teaching or service. The committee is also responsible for developing and implementing a system of evaluation that complies with College and University policies on faculty evaluation and award of merit pay. (See Amendment IX for specific procedures for faculty evaluations).

5. Student Development and Assistantships Committee

The Student Development and Assistantships Committee is responsible for planning and implementing a system of reviewing and nominating current and prospective students for University, College and Departmental fellowships, scholarships, awards and recognitions. The committee is also responsible for coordinating opportunities for student development.

6. Tenure and Promotion Committee

The purpose of this committee will be to carry out promotion and tenure deliberations in accordance with college and university guidelines and to annually review and adopt Department criteria for tenure and promotion. It shall be composed of five members of the tenured faculty elected from the Department. The chair of this committee will serve as a representative to the College Promotion and Tenure Committee. The Faculty Promotion and Tenure Committee is additionally responsible for development and implementation of procedures for Third Year Review of tenure-earning faculty.

ARTICLE VI: VOTING MEMBERSHIP

The voting membership of the Department shall include all faculty members holding tenure-track or non-tenure track rank in the Department **and** having at least 25% of their annual assignment of responsibilities assigned to the Department.

ARTICLE VII: AMENDMENTS

Amendments to these By-laws may be proposed by the Advisory Committee or an ad hoc committee designated by the Department Chair or by

petition of five eligible voting members of the Department. Proposals must be circulated at least five days in advance of an announced vote, which may take place by secret ballot or during a regular meeting of the Department faculty. The amendment becomes a part of the Bylaws when approved by two-thirds (2/3) of the faculty eligible to vote.

ARTICLE VIII: COMPLIANCE

These By-laws are to be read and construed in conjunction with the policies and rules adopted and promulgated by the State of Florida, the Florida State University, and the College of Education.

ARTICLE IX: FACULTY EVALUATIONS

Annual evaluations of faculty performance will be conducted by the ELPS Faculty Development Committee (FDC), in accordance with the procedures outlined in this amendment to the ELPS By-Laws.

Faculty members will be evaluated annually for the prior calendar year (January-December), according to the ELPS Merit Matrix in effect on January 1st of the year being evaluated. Revisions to the Merit Matrix may be proposed by the FDC and must be approved – by a majority vote of the ELPS faculty – by December 31st of the year preceding its implementation.

2. Each member of the ELPS faculty will be evaluated using the same matrix, without modification related to the time distribution reflected in the Assignment of Responsibilities (except as noted in section 1 of the bylaws).
3. Based on faculty members' overall Merit Score (calculated as the sum of merit points earned for research, teaching, and service) faculty members' performance will be classified according to the following scale:
 - a. Does not meet FSU's High Expectations or Official Concern (to be used at the discretion of the Department Chair)
 - b. Meets FSU's high expectations
 - c. Exceeds FSU's High Expectations
 - d. Substantially Exceeds FSU's High Expectations.
4. Although the performance review process will be managed by the FDC, and although the FDC will recommend faculty members' status/rating, the Department Chair will have the responsibility to confirm faculty rankings and the authority to reclassify faculty members if confronted with extenuating circumstances, though any such reclassification would require the assent of the FDC. Examples of such circumstances may include, part-year employment or significant changes in faculty member responsibilities (e.g., transition into or out of department chair, reallocation of time across departments/centers/institutes, sabbaticals, personal or family leave).

SUMMARY OF AMENDMENTS

Fall 2002

Article V: Standing Committees, 2. Curriculum Committee

Added task of fellowship folder review [this is now handled by the student development and assistantship committee]

January 10, 2003

Article V: Standing Committees, 1. General Guidelines, i. representatives

Change from five to four. Faculty Vote January 10, 2003 Yes 21 No 0

Article V: Standing Committees, 1. General Guidelines, 5. replacements

Add phrase "and additions" Faculty vote January 10, 2003 Yes 18 No 3

November 1, 2006

Article I: Establishment *added*

Article IV: Departmental Advisory Committee, 2. Representation and Election
changed to reflect programmatic structure [Changed by faculty vote November 1, 2006 16 for 0 against]

Article V: Standing Committees, 2. Curriculum Committee

Chair of committee serves as Dept representative to the College Curriculum Committee - changed by faculty vote November 1, 2006 16 for and 0 against

August 27, 2010

Article IV: Departmental Advisory Committee, 2. Representation and Election
i. Changed to program coordinators of the two programs ELP & HE (previous language had five programs that included ELP specializations). Changed to also include a DAC member appointed by the chair and one committee member elected at large by the departmental faculty.

ii. student rep from one of the two program rather than five program

iii. change title to Office Administrator from Coordinator of Admin Service.

Article V: Standing Committees

-changed name of Undergraduate and Teacher Education Committee to Undergraduate Committee

-changed name of Faculty Development and Merit Pay Committee to Faculty Development Committee

-made the Student Development and Assistantship Committee, previously an ad hoc committee, a standing committee.

Article V: Standing Committees, 1. General Guidelines, 6. Departmental Student Advisory Committee

-struck all language related to the Student Advisory Committee – committee does not exist.

Article V: Standing Committees, 2. Curriculum Committee

-struck language related the committee representation – made consistent with the other descriptions

Article V: Standing Committees, 3. Undergraduate Committee

-changed name from Undergraduate and Teacher Education Committee to Undergraduate Committee

-???

-editorial change made – TEAC to PEAC – p for professional

Article V: Standing Committees, 5. Faculty Development Committee

-changed name from Faculty Development and Merit Pay Committee to Faculty Development Committee

-added language ‘as well as recognition of outstanding research, teaching or service.’

Article V: Standing Committees, 6. Student Development and Assistantships Committee

-changed status from ad hoc to standing committee and revised the name.

Article VI: Student Advisory Council

-struck from the Bylaws – no longer exists.

Article VII: Voting Membership

-struck reference to the Student Advisory Committee

April 20, 2012

Faculty approved changes to the bylaws at its Spring Retreat. All recommended changes by DAC to the bylaws were approved with two minor corrections and one exception – it was further noted to add page numbers.

Article 1: Establishment

-added a phrase to note that the bylaws have been subsequently revised to their establishment in 2002.

Article II: Mission and Core Values

-last sentence on the first paragraph was deleted

Article III: Department Chair

-Most of the changes were editorial, eliminating redundancies and ensuring parallel verb usage. For example, fundamental and administrative duties were merged under a more general ‘duties’ category. One additional duty was added – oversees faculty interactions with students.

- (3)Term of Office – language clarified*
- (5) Procedure for selecting new chair – language and process clarified. DAC members will constitute the ad hoc selection committee.*
- (6) paragraph added on recall that gives DAC the authority to mediate grievances between the faculty and chair.*

Article IV: Department Advisory Committee

- editorial changes*
- clarification on voting and non-voting members of DAC*
- added language on the selection and service of student representative*

Article V: Standing Committees

- two very minor edits*

Article VII (renumbered VI): Voting Membership

- clarified voting membership to be all faculty holding tenure-track or non-tenure-track positions and having at least 25% of their annual assignment in the department.*

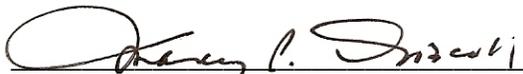
Article VIII (renumbered VII): Amendments

- amended to allow the Advisory Committee to propose amendments to the bylaws.*

Articles VII-IX Renumbered to reflect the elimination of article VI in the 2010 bylaw changes. The renumbering was not voted on by faculty.

February 15, 2013

Amendment to include new process for faculty evaluations dictated by a change to the Collective Bargaining Agreement (CBA) between the UFF (United Faculty of Florida-FSU Chapter) and the FSU Administration. Changes were proposed by the Faculty Development Committee and voted on by the ELPS faculty during the week of 2/11/13-2/15/13 with a final vote of 14-0.



Approved by Dean, Marcy P. Driscoll

8/31/2015

Date