

Dedman School of Hospitality  
Florida State University  
**Bylaws**

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**Preamble:**

Administrative concerns of a University department are secondary to academic matters, but they are nevertheless important for a smooth-running and effective department. The purpose of the following is to formulate a scheme of organization and operating procedures for the Dedman School of Hospitality that will be in keeping with these academic and administrative needs. These bylaws supplement higher authorities such as Florida Statutes, the FSU Constitution, the General Faculty Bargaining Unit Collective Bargaining Agreement (CBA), and the Faculty Handbook (FH). There is no intent to contradict those authorities in these bylaws, and failure to incorporate their provisions here is intended to avoid excessive duplication and does not diminish the effect of those authorities.

**Introduction:**

The Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida, which was ratified on November 7, 2005, (<http://dof.fsu.edu/forms/UFFAgreement04-07.pdf>) requires the communication of expectations to faculty members. Article 26, *Shared Governance*, requires bylaws. Bylaws are also required by Article V of the FSU Constitution, which states that “the faculty of each college shall keep on file with the Secretary of the Senate a current set of bylaws governing its internal operations, including

procedures for the election of its representatives to the Faculty Senate and for the approval of its candidates for degrees”.

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**Section A. Faculty Membership**

1. The faculty of the Dedman School of Hospitality shall consist of those persons holding full-time rank of Professor, Associate Professor, Assistant Professor, Teaching Faculty I, Teaching Faculty II, and Teaching Faculty III.
2. The voting membership of the Dedman School of Hospitality is defined as the Director of the Dedman School and all full-time members of the faculty who are assigned and evaluated by the Director of the Dedman School.
3. The Dedman School of Hospitality is administered through Dedman School of Hospitality faculty governance. Any modifications to the bylaws of the Dedman School of Hospitality require a vote of the approval of the Dedman School of Hospitality voting members of the faculty. Modifications will require a 75% vote of all eligible faculty for approval.

**Section B. Jurisdiction**

1. The faculty shall be the basic legislative body of the Dedman School of Hospitality. Subject to the Constitution of the University and the rules of the Board of Trustees, it shall determine the policies, requirements, curricula, and course offerings for the academic programs within the Dedman School of Hospitality.
2. The faculty may reflect and deliberate any issue of general interest to the University or Dedman School and make recommendations to the appropriate officer or body.
3. The faculty may reflect and deliberate any issues pertaining to the reorganization of the department or school and make recommendations to the appropriate officer or body. An ad hoc committee may be appointed on

an as needed basis to gather information on reorganization issues and present this information to the general faculty.

### **Section C. The Director**

1. The Dedman School of Hospitality is organized into two groups:(a) Hospitality and (b) Global Club Management.

The Director of the Dedman School, appointed by the Provost of the University the recommendation of the faculty of the Dedman School, serves as the chief administrator of the School. The Director of the Dedman School may at his or her discretion designate other appointees to effectively administer specific programs within the Dedman School.

2. The evaluation of the Directors shall take place annually, following this procedure: By March 1, of each year, evaluation forms shall be distributed to each faculty member within the Dedman School. The evaluations shall be reviewed and consolidated by March 15<sup>th</sup> by the Dedman School of Hospitality Faculty Advisory Committee. The results shall be presented by the Dedman School of Hospitality Faculty Advisory Committee to the Director on or before April 1. The results shall be presented to the Provost of the University.

### **Section D. Meetings**

1. The faculty shall meet at least once during each of the academic semesters at the call of the Director of the Dedman School. The Director of the Dedman School shall set the meeting dates each semester. The Director of the Dedman School, or his or her designee, shall preside over the meeting.
2. Special sessions shall be held at the call of the Director or upon the written request of not less than one-third of the members of the faculty. At the request of any member, Robert's Rules of Order shall be invoked.

### **Section E. Committees**

1. The DSH director serves as the chief administrator of the school. The director may at his or her discretion designate other appointees (e.g., program director or coordinator) to effectively administer specific programs within the school.

2. The director appoints faculty to serve on various committees. Unless specifically stated herein, the director also appoints the chair of each committee.

3. The following committees shall be established and empowered:

**a. Undergraduate Curriculum Committee:**

- i. This committee consists of at least three tenured or tenure-track faculty of the Dedman School of Hospitality. A committee chairman shall be selected by the Director of the Dedman School.
- ii. This committee is responsible for the review and oversight of the undergraduate curriculum. The committee is responsible for suggesting curriculum changes involving the creation, deletion, and modification of requirements for majors, degree programs and certificate programs. This includes establishing, reviewing and assessing learning goals and reporting outcomes.
- iii. Minutes of the committee meetings shall be maintained by the committee and filed with the Dedman School. Committee Reports shall be presented to faculty of the Dedman School of Hospitality during regularly scheduled faculty meetings of the Dedman School of Hospitality.
- iv. Curriculum shall be evaluated every three years.

**b. Promotion and Tenure Committee:**

- i. The Promotion and Tenure Committee of the Dedman School of Hospitality has adopted the Criteria and Procedure for Promotion and Tenure, found in the most current Florida State University Faculty Handbook.
- ii. Evaluation of candidates for promotion and tenure will be made in accordance with the candidates' performance of assigned duties and responsibilities as required by The Florida Statutes, Section 240.245.

**c. Faculty Evaluation Committee**

- i. The Faculty Evaluation Committee is responsible for annual peer evaluations, an annual evaluation of the department

chair, peer teaching reviews, and annual merit evaluations. The department chair uses the advice of this committee as input to each faculty member's annual performance evaluation. The faculty evaluation committee also recommends to the department chair any faculty deserving of special awards and recognitions of merit and achievements within the university. The committee's evaluation of the department chair is forwarded to the Dean.

- ii. This committee shall consist of 3 to 5 faculty members.
- iii. This committee shall also perform a Sustained Performance Review of tenured faculty members once every seven years following the award of tenure or their most recent promotion. The committee will provide the chair with a written summary of its review. Namely, the names of the faculty up for review will be announced to the faculty at the earliest possible date, and a subcommittee drawn from all the Full Professors in that curricular group will form. The committee will meet to perform the review in accordance with university guidelines and curricular group norms. Faculty members selected for the review may not participate in this review.

**d. Departmental Committee for the Annual Review of Specialized Faculty:**

- i. This committee will consist of a minimum of two tenure and tenure-track faculty, together with at least two specialized faculty member of the same rank or above as the faculty member being evaluated.
- ii. The promotion review committee shall make a written recommendation regarding the promotion of the Specialized Faculty member to the Department Chair.

**e. New Faculty Selection Committee:**

- i. The faculty selection committee is charged with the duties of recruitment, advertising for newly approved faculty positions, examining potential applicants, interviewing acceptable applicants, and finally with providing the Director with a list of acceptable and hireable candidates. In order to comply with University policy and various other employment-related requirements this committee will utilize the Florida State University Search and Screening Guide which sets forth uniform guidelines for search and screening, pursuant to

Federal and State regulations, and University internal policies and procedures for all positions. This committee will be comprised of five current tenured, tenure-track, and specialized faculty members appointed by the Director.

f. **Other Ad Hoc Committees:**

- i. The Director of the Dedman School may establish ad hoc committees as necessary to conduct the business of the Dedman School of Hospitality (e.g., scholarship and faculty recruiting committees).
- ii. The chair of an appointed ad hoc committee is selected by the Director of the Dedman School.

## **Section F. Promotion and Tenure Guidelines**

1. University Requirements: Departmental recommendations for promotion and tenure recognize and follow University-wide policies detailed in the Collective Bargaining Agreement (CBA), the annual promotion and tenure memo from the Dean of the Faculties, and the Faculty Handbook (FH). Dedman School of Hospitality policies are made known to the faculty by the Chair of the Department.
2. The guidelines presented here are necessarily broad and somewhat difficult to translate into operational terms. The critical point is that each faculty member desiring promotion or tenure be aware of the rules and criteria that are employed. The participation by each candidate must be an active process with the candidate providing essential information to the department's promotion and tenure committee. The composition and structure of the department's promotion and tenure committee is outlined in the department's bylaws. All faculty who are not at the highest rank must receive a progress toward promotion letter.
3. The following minimum criteria shall be used in the promotion and tenure process in the Dedman School of Hospitality. These criteria are in addition to the criteria listed in the current Faculty Handbook and the current annual Promotion and Tenure Memorandum issued by the Dean of Faculties.
  - a. Promotion or appointment to the rank of **assistant professor** shall be based on demonstrated competency in teaching, service, and the promise of scholarly development. Promotion shall be considered automatic for tenure-track faculty upon completion of

the doctoral degree, but full documentation shall be submitted with other promotion materials.

- b. Promotion or appointment to the rank of **associate professor** shall be based on demonstrated effectiveness in teaching, research, and service; and recognized standing in the discipline as attested to by required letters from competent scholars outside the University.
- c. Promotion or appointment to the rank of **professor** shall be based on superior teaching, service, scholarly research or creative accomplishments of high quality, and recognized standing in the discipline as attested to by required letters from competent scholars outside the University.
- d. Consideration for promotion to the rank of associate professor normally occurs in the faculty member's fifth year (or the year in which an equivalent time has been earned for faculty coming from other universities), with the promotion becoming effective at the beginning of the sixth year.
- e. Consideration for tenure normally occurs in the faculty member's sixth year (or the year in which an equivalent time has been earned for faculty coming from other universities), with tenure becoming effective at the beginning of the seventh year.
- f. Although the minimum period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.
- g. The criteria for tenure shall be the same as the promotion criteria and, additionally, the faculty member shall demonstrate their ability to continue to make significant professional contributions to the discipline, the University, and the academic community.

### **Section G. Criteria for Promotion of Specialized Faculty**

1. The guidelines followed by the Dedman School of Hospitality Promotion and Tenure Committee are the same as those of the University at large. In reviewing a candidate for promotion, consideration is given to evidence of well-planned and delivered courses; Assignment of Responsibilities (AOR); summaries from Student Perception of Courses and Instructors (SPCI); letters from faculty members who have

conducted peer evaluations; proven ability to teach multiple courses within a discipline/major; and other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, publication relating to teaching, and participation in professional organizations related to the area of instruction. All faculty who are not at the highest rank must receive a progress toward promotion letter.

**a. Specialized Faculty Ranks:**

Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position:

- i. Promotion to RANK II shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
- ii. Promotion to RANK III shall be based on recognition of superior effectiveness in the areas of assigned duties.

**b. Promotion of Specialized Faculty**

1. The Specialized Faculty Committee recommends promotion for specialized faculty based on the criteria of the member's annual performance evaluations that include a superior record of teaching and service to the Department.
2. "Promotion-eligible" faculty members include all specialized faculty members below the highest level in each track. Although the period of time in a given level is normally five years, demonstrated merit, not years of service, shall be the guiding factor in determining eligibility. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion may be possible where there is sufficient justification. In those cases, a justification for early promotion must be included in the chair's/director's/supervisor's (or equivalent) letter.
3. The Dedman School Requires that a Teaching Faculty meet or exceed the performance criteria of the unit in which s/he is employed, regardless of the degree held, according to university policy.

**Section H. Merit Pay**

1. The criteria for merit pay consideration are based on the most current calendar year of performance, from January 1 to December 31. Merit pay



will be based upon each faculty member's assignment of responsibilities.  
This is based on availability of funding.

2. See Appendix 1 for Journal Rankings.

### **Section I: Professor Emeritus Status**

1. The status of Professor Emeritus shall be reserved for persons who have achieved the level of Full Professor with Tenure and be in compliance with the standards set forth for the University.

### **Section J. Amendments**

1. These Bylaws may be amended at any meeting of the faculty of the Dedman School of Hospitality by 75% of eligible voting faculty members conducted by secret ballot. The proposed amendments shall be submitted to each voting member at least two weeks prior to the meeting at which voting is to take place.

### **Section K. Substantive Change Policy**

1. Faculty and staff members are expected to be familiar with and to follow the Florida State University Substantive Change Policy, as posted on the Florida State University web site (<http://provost.fsu.edu/sacs>).
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## **APPENDICES**

### **Appendix I** Journal Rankings for Academic Qualifications