

Bylaws for The Dedman College of Hospitality

These are the current bylaws for the Dedman College of Hospitality. These bylaws were last approved on September 7th, 2021 by a 75 % majority of the applicable voting members of the college and in March 2022 by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Promotion and Tenure Letter.

B. Bylaws Revision. These bylaws are subject to revision with the approval of 75% of the voting faculty.

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

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the Dedman College of Hospitality shall consist of those persons holding full-time appointments at the rank of Professor, Associate Professor, Assistant Professor, Specialized Faculty I, Specialized Faculty II, and Specialized Faculty III.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the Dedman College of Hospitality: Staff.

C. Faculty Voting Rights. The voting membership of the Dedman College of Hospitality is defined as the Dean of the Dedman College and all full-time members of the faculty who are assigned and evaluated by the Dean of the Dedman College.

D. Non-faculty Voting Rights. Staff does not have voting rights in the Dedman College of Hospitality.

III. College Organization and Governance

A. Jurisdiction.

1. The full faculty shall be the basic legislative body of the College, in the sense that the Faculty Senate is the basic legislative body of the University under the University's Constitution. Subject to the

Constitution of the University and the regulations of the Board of Governors, it shall determine the various degrees that can be granted, and shall determine and define college-wide policies on academic matters, including curriculum, admissions, grading standards and degree requirements.

2. The full faculty may resolve on any issue of general interest to the University or College 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.

B. Faculty Meetings.

1. The faculty shall meet at least once during each of the academic semesters at the call of the Dean of the Dedman College. The Dean of the Dedman College shall set the meeting dates each semester. The Dean of the Dedman College, or his or her designee, shall preside over the meeting.
2. Special sessions shall be held at the call of the Dean 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.

C. Director/Other Administrator Selection

1. Not applicable

D. College Leadership.

1. The Dean of the Dedman College of Hospitality is appointed by the Provost and shall serve a term to be determined by the Provost. The Dean's duties include advancement, university administration, college administration, and faculty and staff management.
2. The Assistant Dean of the Dedman College of Hospitality is appointed by the Dean and shall serve a term to be determined by the Dean. The Assistant Dean's duties college administration and faculty and staff management.

E. College Committees.

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 College of Hospitality. A committee chairman shall be selected by the Dean of the Dedman College.
- 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 College of Hospitality. Committee Reports shall be presented to faculty of the Dedman College of Hospitality during regularly scheduled faculty meetings of the Dedman College of Hospitality.
- iv. Curriculum shall be evaluated every three years.

b. Promotion and Tenure Committee:

- i. The Promotion and Tenure Committee of the Dedman College 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.

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 Dean 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 Dean.

f. Other Ad Hoc Committees:

i. The Dean of the Dedman College of Hospitality may establish ad hoc committees as necessary to conduct the business of the Dedman College of Hospitality (e.g., scholarship and faculty recruiting committees).

ii. The chair of an appointed ad hoc committee is selected by the Dean of the Dedman College of Hospitality.

F. Faculty Senators. Faculty Senators shall be elected at the August faculty meeting of the year prior to the expiration of the term of the current faculty senators.

Faculty senators shall be approved by an approval vote of a 51% majority of the voting faculty.

G. Faculty Recruitment. A faculty search committee will be convened, composed of current faculty. Job openings will be posted through FSU Human Resources, as well as on outside search sites. Faculty committees will interview and select new faculty members and recommend candidates to the Dean.

H. Unit Reorganization. Unit reorganization shall be discussed at faculty meetings with the full participation of the voting faculty.

IV. Curriculum and Degree Approval

A. Curriculum Review. Degree approval procedures shall follow university guidelines, as well as those policies set forth by the University Undergraduate Policy Committee. Please refer to section E (a) above for procedures.

B. Degree Approval. Candidates shall be approved for degrees when all university and college requirements have been met.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

- 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.
- ii. This committee shall consist of 3 to 5 faculty members.

B. Criteria for Evaluation of Tenure-track Faculty. Tenure-track faculty will be evaluated in each of the following areas, in accordance with the faculty member's Assignment of Responsibilities.

- 1) Teaching:**
 - a. Student evaluations
 - b. Class observation by department chair
- 2) Scholarship/Research:**
 - a. Number of publications
 - b. Quality of journals in which articles are published
- 3) Service:**
 - a. Participation in committee work as assigned by the department head
 - b. Participation in service to the industry or to the discipline

C. Criteria for Evaluation of Specialized Faculty. *Describe department-specific criteria for evaluation of specialized faculty in the position-relevant areas of:*

- 1) Teaching:**
 - a. Student evaluations
 - b. Class observation by department chair
- 2) Scholarship/Research:** none
- 2) Service:**
 - a. Participation in committee work as assigned by the department head
 - b. Participation in service to the industry or to the discipline

VI. Promotion and Tenure

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a progress toward promotion letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.

- a. The Promotion and Tenure Committee of the Department of Hospitality Management has adopted the Criteria and Procedure for Promotion and Tenure, found in the most current Florida State University Faculty Handbook.

Note: Non-italicized language is set by the university and should not be altered. Italicized language reflects the required bylaws element with the specifics determined by the unit faculty.

- b. 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.

D. Criteria for Promotion and Tenure of Tenure-track Faculty. The Department of Hospitality Management does not have criteria for promotion or tenure beyond that outlined in university policy.

E. Criteria for Promotion of Specialized Faculty. The Department of Hospitality Management does not have criteria for promotion or tenure beyond that outlined in university policy.

APPENDIX 1

Journal Rankings for Academic Qualifications

Approved by the Faculty of the Dedman College of Hospitality in September 2017

Tier One Journals

1. Journal of Travel Research
2. Annals of Tourism Research
3. Tourism Management
4. Journal of Sustainable Tourism
5. Journal of Hospitality & Tourism Research
6. International Journal of Hospitality Management
7. International Journal of Contemporary Hospitality Management
8. Cornell Hotel and Restaurant Administration Quarterly

Notes:

- a. Journals that are highly regarded (Tier One) in other related fields are also regarded in the same manner by the Dedman College of Hospitality.
- c. Journal publication requirements for promotion and tenure are not defined by this document.

APPENDIX 2

Student Organizations

Each recognized and registered DCH student organization shall receive \$2,000 per year from the Dedman College to contribute to the organization's operating expenses.