



FLORIDA STATE UNIVERSITY
FACULTY SENATE

MINUTES
FACULTY SENATE MEETING
WEDNESDAY, MARCH 13, 2019
DODD HALL AUDITORIUM
3:35 P.M.

I. Regular Session

The regular session of the 2018-19 Faculty Senate was held on Wednesday, March 13, 2019. Faculty Senate President Todd Adams presided.

The following members attended the Senate meeting:

T. Adams, E. Alvarez, J. Ang, A. Askew, C. Baade, A. Barbu, A. Barrett, B. Birmingham, G. Chen, E. Chicken, Jessica Clark, Jeffrey Clark, E. Coleman, D. Compton, M. Cui, P. Doan, J. Elsner, J. Fiorito, J. Gabriel, K. Harper, E. Hilinski, L. Hinnant, C. Hofacker, A. Huber, E. Jakubowski, P. Jean-Pierre, C. Kelley, A. Kercheval, E. Kim, E. Lemmon, S. Lewis, J. Lile, J. Lo, L. Lyons, C. Madsen, C. Marzen, C. McClive, D. Moore, R. Morris, E. Peters, K. Petersen, J. Rayburn, L. Reglero, L. Reina, N. Rogers, D. Rokyta, E. Ryan, L. Schelbe, S. Shelton, D. Slice, J. Standley, N. Stein, U. Sypher, G. Tyson, A. Vanli, Y. Wang, H. Xue, X. Yang, T. Zuehlke.

The following members were absent. Alternates are listed in parenthesis:

S. Aggarwal (**Andy Wang**), T. Albrecht-Schmitt, P. Andrei, B. Arjmandi, A. Bathke (**Patricia Born**), D. Bish (**Kasia Bugaj**), M. Buchler (**Alice Ann Larson**), I. Chiorescu, A. Clarke, R. Coleman, M. Dahl, A. Darabi, J. Drake, S. Ehrlich, M. Gawlik, M. Gerend, M. Gertz, R. Goodman, T. Graban, B. Horack, K. Jones (**Jonathan Dennis**), D. Kerr, E. Klay, B. Landing, T. Lee, H. Li, U. Meyer-Baese, C. Moore, J. Ohlin, G. Okten, K. Pruett, L. Rinaman, G. Rust, K. Salata, V. Salters, P. Sanyal, T. Soldat-Jaffe, L. Spainhour, O. Steinbeck, L. Stepina, G. Tenenbaum, T. Van Lith.

II. Approval of the Minutes, February 20, 2019 meeting

The minutes of the February 20, 2019 meeting were approved as distributed.

III. Approval of the agenda, March 13, 2019 meeting

The agenda was approved as distributed.

IV. Report of the Steering Committee, Dr. Kristine Harper

- The Faculty Senate Steering Committee met three times since the last Faculty Senate meeting, including meetings with President Thrasher, Provost McRorie, Vice President Janet Kistner, Vice President Gary Ostrander, and Distance Learning Committee chair Stacy Sirmans.
- During the meeting with President Thrasher, Provost McRorie, and Vice President Kistner, President Thrasher highlighted discussions from the February Board of Trustees meeting, gave an update on the legislative session, and an update on what is happening throughout the State University System. Vice President Kistner then gave a more thorough briefing on

the COACHE survey results from last spring and efforts to meet with a variety of faculty members to get additional feedback that would flesh out efforts the university could take to enable interdisciplinary work and to encourage active faculty mentoring.

- On March 5, 2019, the committee met with Dr. Ostrander concerning the Institutional Review Board and problems that some faculty and graduate students have been having with getting their human subjects proposals reviewed in a timely manner. Changes are afoot that should help with getting approvals done more efficiently, and more information about that will be forthcoming when we meet again in the fall. In addition, Dr. Ostrander briefed the committee on personnel changes in the Research Office for the upcoming months.
- On March 12, 2019, the committee met with Dr. Stacy Sirmans, Distance Learning Committee chair, to discuss a possible change in policy concerning the renewal of online courses. That new policy is being finalized and will be presented at the April meeting.
- In other business, the Steering Committee has spent most of its time working on changes to the Constitution. Among the handouts available before the meeting there was a statement concerning changes in library services that have been coordinated by the Faculty Senate Library Committee and University Libraries after considerable study. **(See Addendum 1).** These changes will involve removing materials that have not been checked out in over ten years with the concurrence of the departments affected to make space for other library services. More specific information will be coming to your departments via your department's assigned librarian and your faculty colleague who is your department's library liaison. Additionally, the University of California System and all of Norway's higher education have pulled out of their Elsevier deals.
- Since this is the last meeting for this Senate, the Steering Committee thanks all of you for your participation this year, especially those of you who will not be returning in April. The committee has appreciated your attendance and engagement with some tough issues this year, particularly the work of the Constitutional review and the termination of FSU's big deal contract with Elsevier.
- This was the last meeting for one of FSU's longer serving senators, Dr. Dennis Moore, from the English department. Dr. Moore served 21 years on the Faculty Senate. Dr. Moore has been a faculty leader for many years, particularly with the Road Scholar program, and has been critical to its success. The Senate is sending Dr. Moore off with a hearty thank you and best wishes for retirement. It is hoped Dr. Moore will continue to join FSU for Road Scholar talks in the future.

V. Reports of Standing Committees

a. Undergraduate Policy Committee, Dr. Eric Chicken (See Addendum 2)

- The Division of Undergraduate Studies proposed a mandatory enrollment of the *Academic Success Strategies for Transfer Students* one-hour credit course for transfer students who receive below a 2.0 GPA during the first semester at FSU. The course itself would meet for three hours each week.
- This course would be beneficial for transfer students. These students often receive transfer credit for pre-requisite courses that are at a different level than the same courses offered at FSU.
- **Lisa Lyons, Arts & Sciences** – Asked what percentage of transfer students this policy would impact. Dr. Kim Barber, University Registrar, responded that of the students who receive below a 2.0 GPA each semester, approximately 55% are transfer students. Of the 55%, roughly half are first semester transfer students.

- **The motion passed unanimously.**
- b. **Elections Committee, Dr. Elizabeth Jakubowski**
 - Per the Faculty Senate Bylaws, nominations may be taken from the floor for the university Faculty Sabbaticals Committee and the Grievance Committee.
 - There were four vacancies on the Faculty Sabbaticals Committee. 13 nominations were submitted. No additional nominations were submitted from the floor.
 - The Grievance Committee nominations were received. Each college had at least one vacancy. No additional nominations were submitted from the floor.
- c. **University Curriculum Committee, Dr. Elizabeth Jakubowski (See Addendum 3)**
 - A proposed policy, Awarding Credit Hours, was created in preparation for the five-year review for SACS.
 - The committee worked on the policy and provided definitions for direct instruction, outside of class student work, and the definition of semester hours.
 - The policy includes a 2:1 ratio: two hours for work outside the classroom for each hour of in-class work.
 - Once the policy is approved, the UCC will create a technical assistance document to ensure colleges are complying with this rule and to help us monitor that we are doing this. The policy will be faculty driven and the faculty are responsible.
 - **Lisa Lyons, Arts & Sciences** – Asked how journal blog writing instructions apply to direct instruction. Dr. Jakubowski replied that as it applies to online classes, student may receive direct instruction from the instructor of record through those activities.
 - Should the proposal be approved, the only addition will be that University lawyers have provided legal support in terms of Florida Statutes and Board of Governor's rule, which will help us wrap this up.
 - **Jayne Standley, Music** – Sought clarification that these are minimum requirements and that it is acceptable for colleges to have courses offered that are more work than the amount of credit. Dr. Barber responded that these are minimum requirements and that those courses would be acceptable.
 - **The motion passed unanimously.**

VI. Old Business

- **Constitution Revision Subcommittee, Dr. Joe Calhoun, Chair**
See the following Addendums:
 - ➔ **A-4: Original CRC Proposal 12/2018**
 - ➔ **A-5: Original CRA Faculty Senate Constitution Proposal 12/2018**
 - ➔ **A-6: Revised Makeup of Faculty Senate**
 - ➔ **A-7: Amended original proposal – March 13, 2019**
 - ➔ **A-8: FSU Constitution as Approved March 13, 2019**
- A continuation of February's Faculty Senate meeting on the Phase III changes to the Constitution were discussed. A motion was made in February to amend the Phase III changes to the Constitution based on a document provided by Dr. Eric Chicken. The motion was postponed to this meeting.
- Discussion of the original Phase III changes continued.

- **Eric Chicken, Arts & Sciences** – Dr. Chicken met with the Constitution Revision Committee after the February meeting. The motion shown at the February meeting was edited by the committee. **The proposed motion is the committee-edited proposal to replace the proposal from February. The motion was seconded.**
- **Kate Petersen, Arts & Sciences** – Sought clarification for the language change to the term *general faculty*. Dr. Chicken responded that the language is defined and used elsewhere in the Constitution.
- **Joe Calhoun** – One small change was made to the term *general faculty* to include eminent scholar.
- **The motion to substitute the proposal from February with the committee-edited proposal passed by majority.**
- Discussion of amending the newly modified proposal of Phase III changes to the Constitution began.
- **Sandra Lewis, Education** – Sought clarification about the major differences between the two versions of the Constitution. The proposal from the committee has the number of specialized faculty senators based on the number of tenure-track faculty in each academic unit. The proposal from Dr. Chicken has the number of specialized faculty based on the percentage of specialized faculty in each academic unit. Dr. Adams agreed that was one significant change. Another change was that the committee proposal had a total of 17 specialized faculty senators while Dr. Chicken’s proposal had 25 specialized faculty senators. In Dr. Chicken’s proposal, every college was represented, while the committee proposal did not have every college represented because some colleges did not have enough general faculty to qualify for a representative.
- **Joe Calhoun** – Added that the Senate will need to vote on the definition of specialized faculty. The committee proposed in December that specialized faculty will be defined as “all teaching, all research, teaching support, research support, and curator”. A new proposed definition of specialized faculty includes “teaching and research” only. The new definition would remove 98 people from being eligible to serve as Senators.
- **Unknown** – Sought clarification for which definition had a proposed change. Dr. Adams responded that the definition was on page one of the Constitution. The definition of specialized faculty in Dr. Chicken’s proposal was the more narrow definition that had not yet been voted on by the Senate.
- **Erin Ryan, Law** – Shared her support for Dr. Chicken’s changes to the specialized faculty representation. Also shared a comment from the Dean of the Law School. The Dean was part of the Senate of another university during the time that university was deciding how to represent non-tenure track faculty. After the decision to add representation was made, the topics that Senate discussed changed dramatically. Dr. Ryan commented that the topics of the Senate will change either way. Non-tenure track faculty still need to have their concerns addressed at the university.
- **Lynne Hinnant, Communication & Information** – Thinks the definition of specialized faculty should be voted on before moving forward with the discussion of changes to the Constitution. Clarified that the new proposed definition of specialized faculty includes people on all three levels—I, II, and III. Expressed concerns about the differences in employment contracts among the three levels. Dr. Calhoun responded

that the expectation with the contracts is that they are rolling contracts; the employees and the university expect the contract to be renewed. Dr. Chicken's amendment attempts to have the specialized faculty more in line. The general faculty are appointed by ratio to the number of people, and Dr. Chicken's amendment attempts to mirror the ratio.

- **Todd Adams** – If discussion is finished, the motion to vote on is the change to the definition of specialized faculty.
- **Jeffrey Clark, Business** – Spoke against the amendment.
- **The motion to substitute the proposed Phase III changes of the Constitution from January with the committee-edited Constitution proposal from Dr. Chicken passed by majority.**
- **Todd Adams** – The proposal now before the Senate is the committee-edited version of Dr. Chicken's Constitution revision proposal. The Senate can vote on the proposal or continue to discuss.
- **Kate Petersen, Arts & Sciences** – Proposed to change the early tenure section under *Article VI Faculty Members of Colleges or Schools, Section B. Tenure, Nonreappointment, Termination, and Suspension, 7. Early Tenure*. The current Constitution forbids early tenure for anyone that has not satisfied the five-year requirement. That is not in line with the Collective Bargaining Agreement (CBA). The first change is to insert the phrase from the CBA, "faculty that are associate professors or full professors shall be eligible for tenure". The second change is to 7b – "An assistant professor must satisfy the five-year requirement ..." This change should now be in line with the CBA. The motion was seconded.
- **Vice President Kistner** – The CBA speaks to years credited toward tenure, so someone at the associate rank might come up in far less than five years at FSU. It would be because they received credit at the time of hire, which is the same thing they do for full professors. Leaving the language as is, is in line with the CBA.
- **Kate Petersen, Arts & Sciences** – Commented that the understanding of the current Constitution includes a section that addresses credit towards tenure that is not connected to the early tenure section being discussed. The current constitution allows assistant professors without credit towards tenure to go up for tenure during the fifth-year. That is the only situation that allows for early tenure. The normal expectation is to go up for tenure during the sixth-year. The CBA is slightly different. The CBA allows for the option of promotion and then promotion to associate. The CBA allows for an associate professor that is not tenured to go up for tenure. The proposed change is meant to reflect the CBA.
- **Gary Tyson, Arts & Sciences** – Commented that this change is outside of the Phase III changes. This change falls more in line with the Phase I and II changes. Suggested to wait until after the Phase III vote. If the motion is passed with the Phase III changes but then the Phase III changes are not passed, the motion would then not be passed.
- **Todd Adams** – The motion is a little outside the scope of the Phase III changes. The motion would have to be brought back after the vote on the Phase III changes.
- **Joe Calhoun** – Phase III changes are predominantly focused on the number of Senators and the inclusion of specialized faculty in the Senate. As Dr. Tyson mentioned,

if the motion is passed during the Phase III changes but the Phase III changes are not passed, the motion would then not be passed. Dr. Calhoun proposed to vote on the motion after the Phase III vote.

- **Kate Petersen, Arts & Sciences** – Agreed to wait on the vote as it is more appropriate to separate it from the Phase III changes. Expressed concern over this being the fifth Senate meeting that the changes have been discussed.
- **Unknown, Social Sciences & Public Policy** – Expressed support for the proposed changes for any college to have at least one specialized faculty.
- **Kate Petersen, Arts & Sciences** – **Withdrew the motion.**
- **Todd Adams** – Asked if there were any other changes.
- **Gary Tyson** – Proposed to remove the phrase “academic unit” from the first five pages of the proposed Constitution. The version presented by the committee back in January included several lines of “colleges, schools, or other academic units”. There are only two specific academic units: the library and the Mag Lab. Leaving the phrase “academic unit” in the first five pages implies that Senators come from colleges, schools, or other academic units. Earlier during the meeting, it was voted on that Senators must come from a college, school, or Senate-designated academic unit, a paragraph later the library and Mag Lab are specified.
- **Alec Kercheval, Arts & Sciences** – Sought clarification for the extent of this proposal. President Adams responded that this motion would go along with Phase III changes which would then change the entire Constitution. However, if the Phase III changes are not passed, the proposal would not go into effect. Dr. Kercheval asked if this motion should be taken into consideration after the Phase III changes as the motion is independent from the number of Senators. President Adams responded that it is part of the Phase III changes because the definition of general and specialized faculty is part of the Phase III changes.
- **Bridget Birmingham, University Libraries** – Sought clarification of the motion to know if it includes only two sentences or if it includes the first five pages. Dr. Chicken responded that the phrase “academic unit” is being removed from everywhere in the first five pages except for the phrase that includes “Senate-designated academic units”.
- **The motion to remove the phrase “academic unit” from the first five pages of the proposed Phase III changes to the Constitution passed by majority.**
- **Todd Adams** – Asked if there were any other changes or discussion.
- **Sudhir Aggarwal, Arts & Sciences** – Moved to not restrict the specialized faculty by removing curators and the support faculty.
- **Joe Calhoun** – The current version includes the expanded definition of specialized faculty. The vote would be to change to a more narrow definition of specialized faculty.
- **Unknown** – Thought that there had been three voice-vote substitutions to the Constitution. The first was the ratio of specialized faculty, the second was the definition of specialized faculty, and the third was to remove academic units.
- **Todd Adams** – Clarified the three voice-votes. The first vote was to change the substitution, the second vote was to pass the substitution, and the third vote was to remove the phrase “academic units”.

- **Dennis Slice, Arts & Sciences** – Asked who are instructional and research support. Michelle, from the committee, responded that the structural goal is that specialized faculty, as written in the CBA, includes research, research support, teaching, and instructional support, such as librarians. The committee thought that if the Constitution was going to enfranchise people, it should include everyone who contributes to the institution's educational mission. Joe Calhoun added that his definition of specialized faculty came directly from the CBA to be consistent with the CBA. Dr. Slice then asked if graduate assistants or teaching assistants were included in that definition. The response was that neither of them are included in the definition as they are not classified as instructional support.
- **Elizabeth Jakubowski, Education** – Commented on the many varying revisions of the Constitution. The December 5, 2018 edition has an expanded set of specialized faculty. The March 13, 2019 edition under article III has a limited definition of membership; it does not include as many categories.
- **Unknown** – Asked about the need to include the term “full-time” in the ratio to determine the number of specialized faculty regarding “full-time” being needed to distinguish instructional support or research support from teaching assistants or research assistants. Joe Calhoun responded that “full-time” is not needed to distinguish between support staff and assistants.
- **Unknown** – Sought further understanding for the reason to limit the definition of specialized faculty. Dr. Chicken responded that because the addition of specialized faculty is a big change to the Constitution, this limited definition of specialized faculty is a type of compromise for those who do not want specialized faculty added to the Senate. This limited definition restricts membership to specialized faculty who most closely resemble the general faculty in terms of duties, degrees held, and professionalism. Joe Calhoun added that the limited definition is an alternative for Senate members who are hesitant to add specialized faculty to the Senate. The committee prefers the expanded definition of specialized faculty.
- **Unknown** – Added that an alternative to the limited definition be to include specialized faculty with a higher rank who have demonstrated a long term commitment to FSU and have a long standing understanding of the challenges of the institution because of their time at FSU. Joe Calhoun responded that teaching faculty I are no more or less dedicated or expected to be at FSU than assistant professors on the tenure clock.
- **Ulla Sypher, Communication & Information** – Encouraged the Senate to no longer discuss the definition of specialized faculty as the majority of Senators speaking are in agreement to keep the expanded definition.
- **Jayne Standley, Music** – Spoke against the passing of the Phase III changes of the Constitution. Dr. Standley believes this is not an inclusion issue. Not everyone who contributes to the educational mission needs or should have representation on the Faculty Senate. For example, there are many types of administrators. Not all administrators go to the Council of Deans or sit on President Thrasher's cabinet. There are different levels and differentiated roles. For purposes of representation on the Faculty Senate, which carries many implications including protecting tenure and faculty freedom, the current differentiation of roles needs to be considered. Additionally,

President Trump is going to mandate freedom of speech on college campuses. The Florida Legislature is already considering this. This will be an assault on academic freedom. The ability of the Faculty Senate to speak with the most powerful voice will be that of the tenure-track faculty that do not have the fear or consequences of removal and will be able to make the strongest statements in the face of those kinds of assaults. Dr. Standley urged the Senate to consider that the conditions of the university are not static, the strength of tenure is eroding in terms of the number of tenure-track faculty enrolled as tenure-track faculty. For the purpose of the Faculty Senate only, Dr. Standley recommended maintaining tenure-track faculty only.

- **Eric Coleman, Social Sciences & Public Policy** – Questioned the 4:1 ratio of tenure-track faculty to specialized faculty. Joe Calhoun responded that 25 is better than zero, the current number, and that the committee did not want to go to a 1:1 ratio. 4:1 is an incremental change. The number 25 is seen by some as too few and others as too many, so it is a compromise. The number 25 also gives every college and school specialized faculty representation.
- **Gary Tyson, Arts & Sciences** – There are currently two specialized faculty in the Senate. They are a part of the Senate so specialized faculty have a voice. The goal now is to determine what the proportion of specialized faculty should be. If the purpose is just to hear a voice, the representation can be kept at two and increased so that more than University Libraries and the FSU High School are eligible to represent specialized faculty. That would be a minimal change to the Constitution. The committee decided to increase the specialized faculty representation.
- **Unknown** – There seems to be two goals combined. The first goal was to allow representation to schools who only have specialized faculty, such as the Panama City campus. Allowing all colleges and schools to have specialized faculty representation is another issue. There is a difference between having representation as a whole and having proportional representation.
- **Unknown, Arts & Sciences** – Inaudible comment. Joe Calhoun responded that the Constitution's definitions of general and specialized faculty are taken directly from the CBA.
- **Todd Adams** – The motion on the table is the proposal of Phase III changes to the Constitution presented in December 2018 as amended today.
- **Alec Kercheval, Arts & Sciences** – Call to question. The call to question was seconded. The vote for the call to question is to vote on ending discussion and to begin the vote on the proposal of Phase III changes of the Constitution.
- **No discussion on the call to question.**
- **The call to question passed by majority and began the vote of the proposal of Phase III changes to the Constitution.**
- If the Constitution revision is passed, the Constitution will then go the general faculty to be voted on followed by President Thrasher and the Board of Trustees.
- **The proposal of Phase III changes to the Constitution did not pass by the required 2/3 vote.**
- **Kate Petersen, Arts & Sciences** – Brought forth the earlier motion. The first change is faculty members with the rank of associate and full professor shall be eligible for

tenure. The second change is a modification to the section on early tenure. An assistant professor has to satisfy the five-year requirement to be eligible for consideration. The motion was seconded.

- **Bridget Birmingham, University Libraries** – Commented about the frequency with which this changes in the CBA and the validity of it needing to be in the Constitution.
- **Kate Petersen, Arts & Sciences** – Commented that it is better to have a correct version than the current out-of-date version. Commented about the possibility of correcting it, then having someone make a motion to delete the irrelevant passages.
- **Todd Adams** – Expressed support for the change being included in the Constitution. The CBA can expire. Having the protection of the Constitution is important. Joe Calhoun added that the motion presented is less restrictive than the current out-of-date policy.
- **The motion to include associate and full professors as eligible for tenure and to modify the section on early tenure passed unanimously.**
- **Erin Ryan, Law** – Through the process of the Phase III changes, this Senator heard less ambitious changes to the Constitution that the Senate might like to hear.
- **Gary Tyson, Arts & Sciences** – Heard and commented on discussion of an amendment from the February 2019 meeting. The amendment proposed having college representation for colleges who do not have tenure-track faculty. It did not place a number on specialized faculty representation. Dr. Tyson thought that was a good idea. It sets the tone that the dean of that college wants to have Senate representation but does not have tenure-track faculty to represent them. Additionally, there are a limited number of specialized faculty positions for representation now that it includes more than just the University Libraries and FSU High School that need representation but do not have tenure-track faculty. These two changes would fulfill the goal to have all faculty members feel they have a voice in the Senate.
- **Todd Adams** – Talked about the options for continuing Constitution revisions in the next Senate that begins in April.
- **The Faculty Senate moved to informal discussion.**
- **After informal discussion of proposed Constitution revision changes, the Faculty Senate moved into formal session.**

VII. New Business

There were no new items of business.

VIII. University Welfare

a. United Faculty of Florida, Florida State University Chapter, Jack Fiorito

- Legislation is underway. One concern is the free speech mandate.
- Bargaining for 2019-22 has begun. There have been two sessions thus far.
- An online poll was launched March 12, 2019 by the chapter president, Matthew Lata. Please encourage your college and unit to participate.

IX. Announcements by Deans and other Administrative Officers

No announcements were given by Deans or other Administrative Officers.

X. Announcements by Provost McRorie

- Thanked the faculty for their support in the Elsevier transition. Norway, as a country, and the University of California system have pulled out of Elsevier. FSU has sent a strongly amended contract but has not received anything back yet. FSU has received positive press as a leading institution for this charge in the United States.

XI. Announcements by President Thrasher

No announcements were given by President Thrasher.

The meeting adjourned at 5:04 p.m.

A handwritten signature in blue ink that reads "Andrea White". The script is cursive and fluid.

Andrea White
Faculty Senate Coordinator

Library Space for Student and Faculty Success

The FSU Library system has a serious space issue with a growing special collections, the ordering of 10,000 new print materials each year to keep the library collection current, and students competing for limited space to study and work on projects. At the same time, use of the print materials in the FSU Library system has dropped 44% with a coinciding dramatic increase of Ebook use.

In anticipation of current and future space reallocation projects, FSU now participates in a consortium of 61 college and university libraries in the eastern USA. Each library has agreed to retain copies of seldom used materials while other member institutions are free to borrow the items via InterLibrary Loan Preferred.

Using data analyses of item usage, the FSU Libraries staff have selected a set of printed materials for withdrawal that have not been used by faculty or students in 10 years; in fact, half have never been used. The materials to be withdrawn comprise a small proportion of the FSU Library collection. Low use items deemed to be seminal works, or of justifiable research interest here at FSU are being retained.

Items to be withdrawn must match a set of criteria established by the FSU Library staff. These items will be reviewed by the subject specialist librarians for retention. Then a list of the items will be posted for faculty review. Items that faculty members select to retain can be requested for retention by the library or for transfer to department and/or faculty members' collections.

The members of the Faculty Senate Library Committee have reviewed the space reallocation plan and have met with FSU Libraries staff members to discuss the plan. We believe that this plan is an effective way to address the above stated issues. The plan provides a means for FSU faculty and students to have access to an enhanced quantity of physical and electronic scholarly materials. Simultaneously, more space will be available for special collections, faculty workshops and forums, and student class preparation/assignment completion. The members of the Faculty Senate Library Committee believe that this space reallocation plan is an important component of the FSU Libraries ongoing efforts to best support the academic and intellectual achievements of the FSU faculty and students. This plan helps keep the FSU Libraries current with the best research library practices.

**Division of Undergraduate Studies
Transfer Student Services**

**Proposal for Mandatory Enrollment
SLS 3140: Academic Success Strategies for Transfer Students**

Introduction

Florida State University is committed to supporting the success of students who transfer to Florida State University from any Florida public, Florida private, or out-of-state institution. This initiative is intended to contribute to an overall strategic goal of the Division of Undergraduate Studies to improve retention and graduation rates (2-year and 4-year) of transfer students so that they are in alignment with the expectations and performance of FTIC students.

According to data provided by the Department of Institutional Research, 87% of First-Time Transfer Students (FTTs) who enrolled in Fall 2016 re-enrolled the following Fall (or had graduated by that time). Fifty-one percent (51%) of FTT's who enrolled in Fall 2014 graduated within two-years and 72.81% graduated within three-years (four-year data for this cohort was not available as of this date).

The Dean of Undergraduate Studies has indicated the following goals for FTTs served by the Division of Undergraduate Studies:

- By 2025, FTTs will be retained at a rate of 93% (Fall-Fall and Spring-Spring)
- By 2025, 68% of FTTs will graduate within two years of matriculation, and 86% of FTTs will graduate within four years of matriculation.

Purpose of the Proposal

The Division of Undergraduate Studies (DUS) is committed to working collaboratively with the sixteen (16) academic colleges to improve the retention and graduation of students who transfer to Florida State University. At the request of the Council of Assistant and Associate Deans (CAAD) a cross-campus committee of academic professionals, the Division of Undergraduate Studies developed an SLS course specifically designed to provide transfer students with skills to re-bound from probation and to off-set the real challenges of “transfer shock” in the first semester.

SLS 3140: Academic Success Strategies for Transfer Students was approved for AY 2019-2020 as a graded, one-credit hour course for transfer students who seek to improve their academic outcomes. In Fall 2018, 49 degree-seeking transfer students completed the course with positive results:

- Seventy-four (74%) of first-semester transfer students in the course finished the semester in good academic standing with the university.
- Fifty-percent (50%) of continuing students in the course successfully returned to good academic standing by the end of the semester.

Sixty-six (66) students have enrolled for Spring 2019. Based on qualitative student feedback, end of course data, and quantitative analysis of required course activities from Fall 2018, revisions to the course were made which are expected to result in improved outcomes for this semester.

The purpose of this proposal is to *request mandatory enrollment in SLS 3140 for transfer students who do not earn at least a 2.0 GPA during the first term of enrollment at FSU for AY 2019-2020 and AY 2020-*

2021. At the end of this two-year period, the effectiveness of the course will be evaluated with recommendations for further course of action (discontinue, additional pilot, or permanent policy change) based on collected data.

Course Description for SLS 3140:

SLS 3140: Academic Success Strategies for Transfer Students was approved for AY 2019-2020 as a graded, one-credit hour course for transfer students who seek to improve their academic outcomes. It focuses on the development and application of classroom, life, and engagement practices necessary for successfully navigating the increased scholastic expectations of a research university. Students reflect on and adjust formerly unsuccessful strategies and choices

SLS 3140 meets one time per week for 12 weeks (12 meetings spread over the entire 16-week semester). Instructors meet at least three times during the semester with students for Personal Academic Consultations (PACs), which are one-on-one meetings to provide individual assistance on success strategies, discuss specific course or campus issues, and provide referrals to appropriate resources. The timing of the consultations targets critical periods during the semesters when students seem to have the most difficulty with adjustment, motivation, persistence, and performance. Students are expected to engage in campus life, utilize campus resources effectively, and practice classroom success strategies as major course assignments.

An online section of the course is planned for Fall 2019 to accommodate online and FSU-Panama City students who desire or are mandated to take the course.

Although the target audience for this course is transfer students on probation after the first semester, there will be space provided (and additional sections added if necessary) to accommodate first-semester students who wish to utilize the course as a strong transitional resource.

By the end of this course, students should be able to:

Objective	Assessment
Reflect critically on past assumptions, prior learning, prior thinking, and prior behavior.	<ul style="list-style-type: none"> • Self-Assessment and Reflection
Apply appropriate learning strategies according to their own learning styles and course content.	<ul style="list-style-type: none"> • End of Semester Reflection • Evidence of Skills (Notes/Graphic Organizers) • Specialized Transfer Experience
Set realistic academic and career goals and establish benchmarks to measure progress toward those goals.	<ul style="list-style-type: none"> • Evidence of Support (Academic Advising/Career Advising) • Faculty Interview • Self-Assessment and Reflection
Monitor their own progress toward learning, identify areas of need, and utilize appropriate campus resources to support and reach desired outcomes.	<ul style="list-style-type: none"> • End of Semester Reflection • Evidence of Support (Faculty Office Hours) • Mid-Term Reflection • Specialized Transfer Experience
Develop a comprehensive calendar and strategy to prepare for the requirements of any course, including exams, papers, projects, or presentations.	<ul style="list-style-type: none"> • Analysis of Course Demands • Evidence of Planning (Semester Calendar, Two-Week Management Calendar) • Mid-Term Reflection
Select appropriate learning and networking experiences to address identified areas of need, enhance the transfer experience, and prepare for future professional and academic opportunities.	<ul style="list-style-type: none"> • Evidence of Support (Career Advising/Faculty Office Hours) • Faculty Interview • Specialized Transfer Experience

Instructors

SLS 3140 is taught by one full-time faculty (Teaching Faculty I), Dr. Kimberly Burgess, and six graduate teaching assistants. Dr. Burgess will teach, *at a minimum*, two sections in Fall 2019, three sections in Spring 2020, and one section in Summer 2020. Graduate students (doctoral students with student affairs and teaching experience) on .25 FTE will teach 1 section each and those on .5 FTE will teach 1-2 sections as needed. Graduate students are expected to plan and deliver instructional content, meet students outside of class for mandatory Personal Academic Consultations (PACs), and conduct skill-building workshops for transfer students in the evenings.

Graduate students are funded temporarily through the Provost's office through Spring 2021. Additional funding to add full-time or adjunct faculty or additional graduate student funding is contingent upon the effectiveness of the course, to be evaluated for the period of AY 2018-2019, 2019-2020, and Fall 2020.

Scope

For the purposes of this proposal, "transfer students" are defined as students who are admitted as transfer students and *matriculate to Florida State University with an accumulation of 45 or more credit hours after high school*. Transfer students with less than 45 transfer hours and high school students with earned associates' degrees who are admitted as FTIC (First-Time-In-College) are covered under the previously approved mandate for SLS 1122: Strategies for Academic Success.

SLS 3140 will be required in Fall 2019 for transfer students who were admitted in Spring 2019 and Summer 2019 and who have an institutional GPA of less than 2.0. It is highly recommended that *any transfer student who is on academic probation be assigned by the respective college to take the course*. The course will also be offered to transfer students who are entering FSU in Fall 2019 as a voluntary course.

For the purposes of this proposal, "mandatory transfer students" are students who are administratively enrolled in SLS 3140 due to first-semester GPA or who colleges have determined must enroll in the course as conditions of probation or re-admission. "Assigned transfer students" are students whose colleges have required enrollment in the course as a condition of a Map Level hold, academic warning, probation, or re-admission.

Based on probation/dismissal data from previous years and enrollment data from AY 2018-2019, we anticipate the following enrollment numbers (mandatory, assigned, and voluntary combined) for AY 2019-2020:

- Fall 2019: 152 students (8 sections of 19 students)
- Spring 2020: 266 (14 sections of 19 students)

Exemptions

Students may request in writing a waiver of mandatory enrollment through the Division of Undergraduate Studies or the student's academic college, depending on who issued the original mandate to register. *Waivers are not recommended without documentation of extreme circumstances.*

Process of Enrolling and Communicating with Students:

After grades have posted for the Fall, Spring, and Summer ("A," "B," and "C") semesters, the Transfer Student Services unit within the Division of Undergraduate Studies will review a comprehensive transfer GPA report to assess which (if any) students should be mandated to take SLS 3140 in the following

semester. Mandatory transfer students will be administratively enrolled in a section of SLS 3140 that does not conflict with any courses on their current schedule. *Colleges wishing to assign transfer students to SLS 3140 must submit that request to Transfer Student Services in writing prior to the start of the next semester so that proper notification to students can be made in writing and via email.*

Mandatory transfer students will be notified via letter within two business days of grades posting to the permanent address on file and via their FSU email addresses of the administrative enrollment, rationale, and contact information of transfer staff for further questions. Each college will receive a listing of its mandatory transfer students who will be administratively enrolled. Students who have not yet registered for any hours or who have 16 or more hours will be notified of mandate and will be provided with options for resolving any issues prior to the start of the next semester.

Mandatory and assigned transfer students who fail to attend on the first day of class will be contacted directly by instructors *but will not be dropped from the course without notification from the College to do so.* Transfer Student Services will place a hold on any mandatory or assigned transfer student's record after the drop/add period ends, and will remove such hold after Week 12 of the semester if the student is satisfactorily passing the course. Students who are not passing the course with a "D" or above after Week 12 will continue to have a hold placed through the end of the semester, and those students will receive a grade of "F" for the course.

A strict attendance policy has been approved for this course.

Evaluation of the Course

AY 2019-2020 is considered Year Two of a three-year pilot of the course. The effectiveness of the course after each academic year will be measured quantitatively and qualitatively along several dimensions:

- Analysis of overall transfer student population's performance toward intended program outcomes:
 - Decrease in the number of transfer students on academic probation after the first semester.
 - Decrease in the number of transfer students with Map Level 2 Holds after three semesters.
 - Increase in Fall-Fall retention rate of transfer students.
- Comparison of the SLS 3140 cohort with a matched cohort from a general population:
 - GPA (term and FSU)
 - Retention (Fall-Fall and Spring-Spring)
- SLS 3140 participants' positive reactions to contributions of the course (80% agree/strongly agree)
 - Engagement in campus life
 - Perception of one's own abilities
 - Understanding of the benefits of academic advising and the role of faculty
 - Understanding of academic expectations of Florida State University
 - Confidence in preparation to succeed
 - Overall academic success
- Longitudinal data on SLS 3140 participants:
 - Correlation between performance in SLS 3140 and 2nd semester FSU GPA
 - Focus groups comprised of a random sample of SLS 3140 participants to discuss effectiveness of course in guarding against "transfer shock."



FLORIDA STATE UNIVERSITY

NUMBER AWARDING CREDIT HOURS

Responsible Provost and Executive Vice President for Academic Affairs

Approving Official: Provost and Executive Vice President for Academic Affairs

Effective Date:

Revision History: New Policy

I. INTRODUCTION

The determination of the credit hours awarded for courses and the level of credit awarded is conducted by the faculty consistent with commonly accepted practice in higher education and in accordance with the mission and goals of Florida State University. This policy for awarding credit hours is in agreement with an aggregation of the Carnegie collegiate student hour, related federal definitions and requirements, and the standards, Commission policies, and guidelines of SACSCOC.

II. POLICY (Including any Forms and Attachments)

A. Definitions

1. **Direct instruction.** Includes but is not limited to: traditional and online lectures/instruction (synchronous or asynchronous), video presentations, journal/blog writing, chat rooms, discussion boards, field trips (including virtual), group or team-based activities, online tests/quizzes, video conferencing, supervised/virtual labs, supervised field experiences, and online content modules, that is:
 - a. planned with educational purpose/outcomes,
 - b. actively facilitated by an instructor or field supervisor (e.g., guided, monitored, observed).
2. **Outside-of-class student work.** Includes activities related to the course that do not qualify as direct instruction, including but not limited to: reading, writing, studying, preparing, practicing and researching.
3. **Semester hour of credit.** One semester hour of credit is granted for a minimum 750 minutes of Direct Instruction and a minimum 1500 minutes of outside-of-class student work (the Carnegie collegiate student hour) or the equivalent thereof. In traditional face-to-face courses, this equates to one 50-minute class meeting, 15 times during the course of a semester.

B. Determination of credit hour

Faculty are responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty. The amount and level of credit hours awarded for a course will be determined according to these guidelines and courses will be monitored to ensure that they meet or exceed these expectations. This policy is applicable to all courses offered at the university regardless of location or mode of delivery.



1. The number of credit hours awarded for courses is determined on the basis of the time spent in all forms of direct instruction, and outside- of-class student work.
2. All forms of direct instruction times are equivalent for the purposes of credit hour determinations.
3. The ratio of direct instruction and outside-of-class student work may vary depending on the course type, with outside-of-class student work generally serving as the equivalent of direct instruction on a minimum 2:1 basis (two minutes of outside-of-class student work equal one minute of direct instruction) and vice versa.
4. The determination is the same for all course formats, lengths, levels, locations, and modes of delivery, whether traditional classroom, laboratory, online, electronic, private lesson, internship, practicum, independent study, senior thesis, or hybrid.

C. Procedures

The University Curriculum Committee is responsible for the implementation and oversight of the process for verification of credit hours awarded for courses. Compliance with this policy is mandatory for all courses starting on or after summer, 2019.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

[Click here to enter Support Information for Policy](#)

/s/ Name of Approving Official

[Proof of approval retained in file]

The Constitution Review Committee of 2017-19 submits changes to the constitution based on the following set of guiding principles:

1. Faculty subject to the policies and decisions of the Senate shall be allowed membership and representation in the Senate.

As stated in the Constitution, “The Faculty Senate shall be the basic legislative body of the University and shall establish its own Bylaws and procedures. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which the several degrees may be granted.”

Specialized faculty are an integral part of implementing education policy and therefore should be included in the creation of that policy.

2. Expanding membership will more closely align the Senate with the University’s goal of diversity and inclusion.

As stated by President Thrasher and posted on the FSU web site, “Florida State University is a nationally recognized leader in diversity and inclusion. We got there by committing to make our campuses welcoming to everyone. Diversity of backgrounds, experiences and viewpoints strengthens the intellectual life of our institution. The more our community reflects the world around us, the more academically innovative we are and the better leaders we will produce.”

The composition of the University faculty has changed and the Senate should reflect those changes.

3. Recognizing the threat to the institution of tenure in the state of Florida and beyond, expanding membership in the Senate will strengthen the position of the Senate to promote the importance of tenure.

As stated in the collective bargaining agreement, “The Board agrees that it is in the best interests of the University, the faculty, and the students to maximize the ratio of tenured and tenure-accruing E&G appointments to the number of specialized (non-tenure-accruing) E&G appointments, among those appointments including significant teaching responsibilities.”

The Committee submits the following proposal for the new composition of the FSU Faculty Senate:

Specialized Faculty Membership in the Faculty Senate

- 1 – There shall be a maximum of seventeen (17) senators representing Specialized Faculty [phased in over two years; i.e., 9 year one and 8 in year two].
- 2 – Representation in the Faculty Senate by the FSUS (Lab School) shall be discontinued following completion of the current Senator's term. The FSU Libraries will retain their elected representative; this representative shall not be counted as one of the 17 Specialized Faculty representatives.
- 3 – The FSU Panama City Campus shall be entitled to elect one (1) Faculty Senator; this representative shall be deemed a Specialized Faculty member {subject to the rights, privileges, and restrictions described below}.
- 4 – Except for the FSU Panama City Campus and University Libraries, Specialized Faculty who are not housed within one of the colleges and schools shall not be eligible for membership in the Faculty Senate. Research faculty will be counted as part of their home department.
- 5 – The College of Motion Picture Arts shall have one Senator, who may be either a tenured, tenure-earning, or Specialized faculty member. If the MPA senator is a member of the Specialized Faculty, that senator shall not count as one of the 17 Specialized Faculty Senators.
- 6 – Specialized Faculty members of the Senate shall have full voting privileges and shall be eligible to serve on all standing and *ad hoc* Senate committees.
- 7 – Academic units that currently have representation in the Faculty Senate will gain senators representing Specialized Faculty in a number that is proportional to the unit's General Faculty representation in the Faculty Senate (rounded up or down to whole numbers); not all academic units that currently have representation in the Faculty Senate will gain additional senators.
- 8 – When an academic unit qualifies for Senators representing their Specialized Faculty, those new Senators will be additive to the current number of Senators in that unit.
- 9 – Specialized Faculty members elected to the Senate are not eligible to serve as the President of the Faculty Senate.
- 10 – Specialized Faculty members elected to the Senate are eligible to serve on the Faculty Senate Steering Committee {see below}.

Membership in the Faculty Senate Steering Committee

1 – The eligible Specialized Faculty (in the aggregate) shall be deemed an “academic unit” for the purpose of distributing Steering Committee membership in any given academic year among at least 5 academic units.

2 – No more than two (2) members of the Senate who represent the Specialized Faculty can serve on the Steering Committee at any given time.

3 – Members of the Senate who represent the Specialized Faculty are not eligible to serve as the Chair or the Vice Chair of the Faculty Senate Steering Committee.

The Committee also submits the following “epilogue” proposal to be included as item 4 in Article IV Faculty Senate, Section C. Standing and Special Committees:

After dissolution of a constitutional review committee, not more than ten years shall pass until the Faculty Senate Steering Committee shall convene a committee to review the constitution.

If this proposal passes, the maximum constituency of the Faculty Senate shall include the following:

- (a) 100 members representing the General Faculty on a proportional basis
- (b) 1 member representing the FSU Libraries
- (c) 1 member representing the Panama City campus
- (d) 16 members representing the Specialized Faculty on a basis proportional to that of the General Faculty membership, subject to the provisions.

Constitution Revision, if Phase III proposals accepted as of December 5, 2018

**THE CONSTITUTION OF
FLORIDA STATE UNIVERSITY**

(Revised and amended to xxxx, 2018)

The legal authority of Florida State University is vested in the Florida State University Board of Trustees, the State University System Board of Governors, and the State Board of Education. Except as preempted by higher authority, such as collective bargaining agreements or statutes, the following provisions govern the University.

Article I Administrative Officers

Section A. President of the University

The President, who is confirmed by the Board of Governors, is the chief executive officer of the University and shall exercise general supervision over all its activities.

Section B. Other Administrative Officers

There shall be such other administrative officers as the President may designate. They shall have such duties as the President may assign to them. In the case of absence, incapacitating illness, or death of the President, the Provost and Executive Vice President for Academic Affairs shall assume all the authority and responsibility of the President until formal provisions are made by the Board of Trustees and, if required, the Board of Governors. In the absence of both the President and the Provost and Executive Vice President for Academic Affairs, the Vice President for Faculty Development and Advancement shall have all the authority and responsibility until formal provisions are made by the Board of Trustees and, if required, the Board of Governors.

Article II Councils and Committees

The President shall establish such councils and committees as deemed necessary and shall specify their duties and responsibilities.

Article III The General and Specialized Faculty

Section A. Membership

The General Faculty shall consist of those persons who are appointed by the University with the academic rank of Assistant Professor, Associate Professor, Professor, or Eminent Scholar in one of the colleges, schools, or other academic units of the University, and of those members of the Professional Staff to whom the President assigns an academic rank.

The Specialized Faculty shall consist of those persons who are appointed by the University within the track of Teaching, Instructional Support, Research, Research Support, Library or Information Specialties, or Curator Specialties in one of the colleges, schools, or other academic units of the University.

Section B. Jurisdiction

The General and Specialized Faculty shall

1. receive reports and announcements from officers of the University and from the Faculty Senate, and
2. formulate its opinion regarding any subject of interest to the University and make recommendations thereon to the appropriate body or officer for final consideration.

Section C. Meetings

The General and Specialized Faculty shall meet

1. in regular session in the fall of each academic year to receive the annual report of the President, and
2. in special session called either by the President, or on resolution of the Faculty Senate, or on written request from at least ten percent of the members of the General Faculty.

Article IV Faculty Senate

Section A. Membership

1. Elected faculty members

Only full-time, General and Specialized Faculty appointed by the University shall be eligible for nomination and election to the Faculty Senate. Nomination and election procedures shall be the exclusive purview of the academic units. Eligible faculty members who have duties in more than one college or school shall be counted in that college or school in which the major portion of their salary is budgeted or time is assigned.

For the General Faculty: Each college or school shall be entitled to representation in the Faculty Senate according to the following formula:

$$\frac{\text{number of representatives}}{100} = \frac{\text{number of eligible faculty members in college or school}}{\text{total number of eligible faculty members in the university}}$$

Each college or school shall be entitled to at least one General Faculty representative.

The FSU Libraries shall be entitled to one elected representative.

For the Specialized Faculty:

There shall be a maximum of 17 representatives of the Specialized Faculty according to the following tenets.

Academic units that currently have representation in the Faculty Senate will gain senators representing Specialized Faculty in a number that is proportional to the unit's General Faculty representation in the Faculty Senate (rounded up or down to whole numbers); not all academic units that currently have representation in the Faculty Senate will gain additional senators.

The FSU Panama City campus shall be entitled to one elected representative. The College of Motion Picture Arts shall be entitled to at least one elected representative, who may be either a tenured, tenure-earning, or Specialized faculty member. If the MPA representative is a member of the Specialized Faculty, that representative shall not count as one of the 17 Specialized Faculty representatives.

Except for the FSU Panama City campus and University Libraries, Specialized Faculty who are not housed within one of the colleges and schools shall not be eligible for election to the Faculty Senate.

Specialized Faculty members elected to the Faculty Senate are not eligible to serve as President of the Faculty Senate.

- a. Prior to February 1 of each year, the Vice President for Faculty Development and Advancement shall submit to the Faculty Senate Coordinator a list of the eligible faculty members in each college or school. The Faculty Senate Coordinator shall on February 15 of each year determine the total number of representatives apportioned to each college or school and the number to be elected that year and shall notify the appropriate dean.
- b. Each unit shall elect its representatives for two-year terms, in accordance with a procedure that its eligible faculty members shall determine. Terms shall begin with the regular April meeting of the Senate of the election year.
- c. Each unit may elect, according to a procedure that its eligible faculty members shall determine, an alternate representative or representatives to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.

2. The Faculty Senate shall elect its presiding officer from its General Faculty membership to serve for a one-year term. The presiding officer shall be designated President of the Senate and shall serve as the chair of the Steering Committee. In case the person elected President of the Senate is already a member of the Steering Committee, the Senate shall elect a Senator to fill the unexpired term on that committee.
3. The following shall be ex-officio members of the Senate: the President of the University, the Vice Presidents, the Dean of The Graduate School, the Dean of Undergraduate Studies, the dean of each college or school, the University Registrar, the Dean of University Libraries, and the President of the Student Body. Ex-officio members shall have the privilege of the floor but shall not be eligible to vote.

Section B. Jurisdiction

The Faculty Senate shall be the basic legislative body of the University and shall establish its own Bylaws and procedures.

1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which the several degrees may be granted.
3. As the elected body of the General and Specialized Faculty, the Senate may also formulate its opinion regarding any subject of interest to the University, and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Trustees will be advisory.
4. The President of the University shall have the power to veto any action of the Senate. The veto, with reasons therefore, shall be communicated in writing to the Faculty Senate Coordinator and Chair of the Steering Committee within sixty days. By a two-thirds vote, the Senate may appeal to the Board of Trustees any action so vetoed.
5. Upon the resignation, retirement, or death of the University President and upon a request by the Board of Trustees, the Faculty Senate shall designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for President.

Section C. Standing and Special Committees

1. There shall be a Steering Committee consisting of seven persons from the voting membership of the Faculty Senate who shall be elected for staggered two-year terms. No more than two (2) representatives of the Specialized Faculty shall serve on the Steering Committee at any given time. The eligible Specialized Faculty (in the aggregate) shall be deemed an "academic unit" for the purpose of distributing Steering Committee membership in any given academic year among at least 5 academic units. Representatives of the Specialized Faculty are not eligible to serve as the Chair or the Vice Chair of the Steering Committee. In consultation with the President of the University, the Steering Committee shall determine the agenda for each Faculty Senate meeting. It shall provide for reports to the Faculty Senate by administrative officers, by chairs of standing and special committees, and by individuals.
2. The Faculty Senate may establish standing and special committees necessary for its work.
3. Any report issued in the name of the Faculty Senate must be approved by a vote of the Faculty Senate. If disclosed under legal mandate, the disclosure must specify that the information has not been approved or rejected by the Faculty Senate and thus should not be considered a product, policy or position of the Faculty Senate.
4. After dissolution of a constitutional review committee, not more than ten years shall pass until the Faculty Senate Steering Committee shall convene a committee to review the constitution.

Section D. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer.
2. Special meetings may be held at any time in accordance with rules specified in the Bylaws.
3. All regular meetings of the Faculty Senate shall be open to members of the General and Specialized Faculty and other interested parties.
4. The right to address the Faculty Senate shall be granted to any member of the General and Specialized Faculty in accordance with rules specified in the Bylaws.

Section E. Procedure

The Faculty Senate shall develop its own rules of procedure. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General and Specialized Faculty and to all administrative officers, and shall be posted on the Faculty Senate website.

Article V Colleges and Schools

Subject to the University-wide academic policies established by the Faculty Senate and the authority of the President of the University, the faculty of each college or school shall determine its internal policies such as specific admission requirements, requirements for majors, requirements for graduation, and the nature, content, and scheduling of its courses.

The faculty of each college or school shall keep on file with the Faculty Senate Coordinator 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.

Article VI Faculty Members of Colleges or Schools

Section A. Appointment: General and Specialized Faculty

1. Vice Presidents, the deans of the colleges and schools, and other such administrative personnel shall be appointed by the President of the University. An advisory committee appointed by the President shall consult with the President in the process of selection of nominees for such positions.
2. Associate and assistant deans of colleges and schools shall be recommended by the appropriate dean to the Provost and Executive Vice President for Academic Affairs. The President of the University or a designee shall make these appointments.
3. Members of the General and Specialized Faculty in the colleges and schools shall be nominated by the department chair, or equivalent, approved and recommended by the dean and the Provost and Executive Vice President for Academic Affairs, and appointed by the President of the University.
4. Each original appointment shall be confirmed by the President of the University, or a designee, in a contract letter.
5. Supplementary appointments to the Graduate Faculty may be awarded to members of the General and Specialized Faculty on nomination of the department chair, or equivalent, and approval of the appropriate dean and the Dean of The Graduate School, with the advice and consent of the Graduate Policy Committee.
6. Appointments to the faculty for limited periods of time, clearly stated in writing at the time of appointment, shall be designated as specified in the State University System Classification System. These appointments shall not count toward eligibility for tenure unless otherwise stipulated.

Section B. Tenure, Nonreappointment, Termination, and Suspension

1. Tenure Process. The procedure to be followed when a faculty member becomes eligible to be considered for tenure shall be as follows:

- a. The nomination for tenure shall be initiated by an elected faculty committee of the appropriate department or academic unit; the majority of the members of this committee shall be tenured faculty. The department chair, or equivalent, shall inform the candidate in writing of the committee decision to recommend or not to recommend, together with the chair's recommendation.
- b. The department chair, or equivalent, shall transmit the committee recommendation together with the chair's recommendation to the appropriate committee of the college or school and to the dean. In addition, the department chair, or equivalent, shall convene a meeting of all tenured faculty in the department and conduct a secret ballot regarding the nomination for tenure; the department chair, or equivalent, shall transmit the opinion of the tenured members of the department or unit to the appropriate committee of the college or school and to the dean.
- c. A college or school committee of elected tenured faculty shall consider the candidate for recommendation to a University committee of elected tenured faculty and shall vote to recommend or not to recommend the candidate; the candidate shall be informed in writing of the committee's decision by the chair of the committee.
- d. A University committee on tenure, consisting of elected tenured faculty with at least one representative from each college or school, shall receive the recommendation from the college or school committee and shall consider it for recommendation to the Provost and Executive Vice President for Academic Affairs and to the President of the University. The Vice President for Faculty Development and Advancement shall serve, without voting privileges, as ex-officio chair of the University committee and shall transmit to the Provost and Executive Vice President for Academic Affairs and to the President the committee's decision to recommend or not to recommend the candidate for tenure; the Vice President for Faculty Development and Advancement shall also inform the candidate in writing of the committee's recommendation.
- e. The Provost and Executive Vice President for Academic Affairs and the President of the University shall decide to recommend or not to recommend the candidate to the Board of Trustees for tenure, and the President shall notify the faculty member immediately in writing of the final decision to recommend or not to recommend.
- f. In step "d" above, the dean of the appropriate college or school in each case shall present to the University committee the dean's decision to recommend or not to recommend the candidate; in step "d," the dean

of the appropriate college or school shall also report this decision to the Provost and Executive Vice President for Academic Affairs and the President of the University.

- g. In steps "a," "b," and "c" above, the faculty candidate who is not recommended by a committee at any stage of the deliberations may appeal that negative decision to the next committee by so requesting in writing within a period of ten (10) working days after receiving notification of the decision; in "d," the candidate may appeal a negative decision to the Provost and Executive Vice President for Academic Affairs and the President by so requesting in writing within a period of ten (10) working days after receiving notification of the decision. Unless a faculty candidate makes an appeal of a negative decision by a committee, the candidate's folder will not be forwarded to the next committee; in formulating an appeal, the candidate may address in writing the stated rationale for the committee's decision.
 - h. In steps "b" and "c" above, a college or school may use an additional committee between the department or equivalent committee and the college or school committee if the faculty of said college or school has voted for such usage in its bylaws.
2. Annual Reappointment of Tenured Faculty Members. Tenured members of the faculties of colleges, schools, and other academic units shall enjoy the assurance of annual recommendations for reappointment.
3. Crediting of Time Toward Tenure.
 - a. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor shall be eligible for the status of tenured member at the end of the fifth year in a tenure-earning position, to be effective at the beginning of the sixth year as a faculty member.
 - b. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor may be given tenure earlier provided the faculty member received credit, at time of appointment, for years spent in a tenure-earning position elsewhere and has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
 - c. Any member of the faculties of colleges and schools hired at the rank of Professor or Associate Professor may be awarded tenure at the start of the appointment provided the tenure has been

recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.

4. A decision whether to nominate a faculty member for tenure shall normally be made during the fifth year of continuous service in a tenure-earning position, or, at the option of the employee and with the concurrence of the appropriate administrative officials, during the sixth such year in a tenure-earning position.
5. Definition of Continuous Employment. Employment for any two semesters of any twelve-month period shall be considered a year of continuous employment. For the purpose of tenure eligibility, consideration for part-time service shall normally mean employment during at least one semester of any twelve-month period. Part-time service of an employee employed at least one full semester in any twelve-month period shall be accumulated. However, not more than one year of tenure eligibility may be earned in a twelve-month period. (Time spent by a faculty member undergoing appointment or exchange within the State University System or on a special assignment for the benefit of the parent institution or for the University System shall be counted toward the fulfillment of eligibility for tenure. Time spent away from the institution for other purposes shall not be counted toward the fulfillment of eligibility for tenure, except by mutual agreement of the faculty member and the University.)
6. Restrictions on Employment of Non-tenured Faculty.
 - a. No person employed in a tenure-earning position after 1965 may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years unless tenure has been granted, except that faculty whose service began before September 1972 may count four additional years in the Instructor or Acting Assistant Professor ranks as probationary. Persons holding an administrative or service role will normally hold a courtesy rank in an academic unit and shall not be subject to the rule during such service unless the academic unit grants a regular tenure-earning appointment. When the administrative or service function is ended, the person shall receive, upon request, a tenure-earning appointment in an academic unit.
 - b. Not later than the end of the sixth year of service (or the tenth in the case of the above exceptions), the department chair, or equivalent, in consultation with the dean of the college or school, shall either nominate the faculty member for tenure or arrange to terminate service at the end

of the seventh year (or the eleventh, in the case of the above exceptions). In every case, the faculty member shall be notified in writing of this recommendation by the dean.

- c. Only time spent in the rank of Assistant Professor and above shall be construed as tenure-earning time.
 - d. Assistant Professors shall be considered ineligible for tenure or for reappointment beyond a seven-year maximum.
7. Early Tenure.
- a. The Board of Trustees may approve tenure at an earlier time if it is recommended with sufficient justification by the President of the University.
 - b. A member of the faculty must satisfy the five-year requirement to be eligible for consideration by a tenure committee at any level.
8. Termination, Nonreappointment, and Suspension.
- a. Termination and Nonreappointment of Tenured Faculty Members for Cause. Annual recommendation for reappointment of permanent members of the faculty shall be withheld only for serious cause (incompetence or misconduct) and on the basis of written and specific charges made by the dean of the college or school, the Provost and Executive Vice President for Academic Affairs, or by the President of the University. A copy of such charges shall be furnished to the faculty member concerned. In answer to such charges, the faculty member shall have, upon request, a hearing before an appropriate faculty committee. At this hearing, the faculty member shall be allowed, at the faculty member's own expense, the benefit of counsel of the faculty member's choice.
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- e. If immediate dismissal is not sought, the faculty member shall have, upon request, a hearing on the suspension before an appropriate faculty committee.
- f. The hearing committee, after deliberation, shall report its findings to the President. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, the President may either accept or reject that finding. If the President rejects the report, the reasons for doing so shall be provided in writing to the hearing committee and to the faculty member. The faculty member shall be provided an opportunity to respond before further action is taken. If the hearing committee concludes that adequate cause for a dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If dismissal or other severe sanction is recommended, the President may take such action as appropriate.

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Amendments to this Constitution shall become effective when (1) approved by a two-thirds vote of the Faculty Senate and (2) ratified by a majority vote of the members of the General and Specialized Faculty who are eligible for election to the Faculty Senate and who vote on the proposal.

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NOTE: The Constitution was first adopted by the Faculty as the Faculty of the Florida State College for Women on April 11, 1931, and ratified by the Faculty of Florida State University on May 19, 1948, amended to December 6, 1989. Amended xxxx, 2018

Proportional Distribution of Additional Senators

Name	Total Faculty	TTF	NTT	% NTT	Current Senators	% of Senators	New Senators	Total Senators
Colleges & Schools								
Arts & Sciences	620	467	153	24.7	40	39.6	7	47
Business	117	81	36	30.8	7	6.9	1	8
Communication & Information	91	60	31	34.1	4	3.9	1	5
Criminology & Criminal Justice	25	21	4	16.0	1	1.0	0	1
Education	220	72	148	67.3	7	6.9	1	8
Engineering	86	66	20	23.3	6	5.9	1	7
(Jim Moran) School of Entrepreneurship	18	6	12	66.7	1	1.0	0	1
Fine Arts	105	83	22	21.0	7	6.9	1	8
(Dedman) School of Hospitality	12	8	4	33.3	1	1.0	0	1
Human Sciences	51	34	17	33.3	2	2.0	0	2
Law	59	29	30	50.8	2	2.0	0	2
Medicine	173	51	122	70.5	4	3.9	1	5
Motion Picture Arts	27	4	23	85.2	1	1.0	0	1
Music	97	80	17	17.5	6	5.9	1	7
Nursing	37	18	19	51.4	1	1.0	0	1
Social Sciences & Public Policy	147	105	42	28.6	9	8.8	2	11
Social Work	37	20	17	45.9	1	1.0	0	1
							16	116
Other Units in the Senate								
Strosier Library	xx	xx	xx	xx	1	1.0	0	1
New Units in the Senate								
Panama City Campus	52	0	52	100.0	0	0.0	1	1
	1974	1205	769		101		17	118

Constitution Revision, if Phase III proposals accepted as amended March 13, 2019

**THE CONSTITUTION OF
FLORIDA STATE UNIVERSITY**

(Revised and amended to xxxx, 2019)

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Section A. President of the University

The President, who is confirmed by the Board of Governors, is the chief executive officer of the University and shall exercise general supervision over all its activities.

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The President shall establish such councils and committees as deemed necessary and shall specify their duties and responsibilities.

Article III The General and Specialized Faculty

Section A. Membership

The General Faculty shall consist of those persons who are appointed by the University with the academic rank of Assistant Professor, Associate Professor, Professor, or Eminent Scholar in one of the colleges or schools of the University, and of those members of the Professional Staff to whom the President assigns an academic rank.

The Specialized Faculty shall consist of those persons who are appointed by the University within the track of Teaching, Research, or Library or Information Specialties in one of the colleges or schools of the University.

Section B. Jurisdiction

The General and Specialized Faculty shall

1. receive reports and announcements from officers of the University and from the Faculty Senate, and
2. formulate its opinion regarding any subject of interest to the University and make recommendations thereon to the appropriate body or officer for final consideration.

Section C. Meetings

The General and Specialized Faculty shall meet

1. in regular session in the fall of each academic year to receive the annual report of the President, and
2. in special session called either by the President, or on resolution of the Faculty Senate, or on written request from at least ten percent of the members of the General Faculty.

Article IV Faculty Senate

Section A. Membership

1. Elected faculty members

The Faculty Senate shall consist of 125 senators. Only full-time Specialized Faculty and General Faculty appointed by the University shall be eligible for nomination and election to the Faculty Senate. Nomination and election procedures shall be the exclusive purview of the colleges or schools. Eligible faculty members who have duties in more than one college or school shall be counted in that college or school in which the major portion of their salary is budgeted or time is assigned.

Each college or school with at least one tenured or tenure-track General Faculty shall be entitled to representation in the Faculty Senate according to the following formula:

$$\frac{\text{number of tenured or tenure-track General Faculty senators}}{100} = \frac{\text{number of eligible tenured or tenure-track General Faculty in college or school}}{\text{total number of tenured or tenure-track General Faculty in the university}}$$

Each college or school with at least one tenured or tenure-track General Faculty shall have at least one tenured or tenure-track senator. The total number of tenured or tenure-track faculty senators shall be 100.

Each college or school with at least one Specialized Faculty shall be entitled to representation in the Faculty Senate according to the following formula:

$$\frac{\text{number of Specialized Faculty senators}}{25} = \frac{\text{number of eligible Specialized Faculty in college or school}}{\text{total number of eligible Specialized Faculty in the university}}$$

Each college or school with at least one eligible Specialized Faculty shall have at least one Specialized Faculty senator. University Libraries and the National High Magnetic Field Laboratory shall each have one representative. The total number of Specialized Faculty senators shall be 25.

Members of the Developmental Research School faculty shall not be counted as College of Education faculty in determining the number of that College's representatives or be eligible to vote in the College of Education elections of Faculty Senators.

Specialized Faculty members elected to the Faculty Senate are not eligible to serve as President of the Faculty Senate.

- a. Prior to the spring semester of each year, the Office of the Vice President for Faculty Development and Advancement shall submit to the Faculty Senate Coordinator a list of the eligible faculty members in each college or school. The Faculty Senate Coordinator shall determine the total number of representatives apportioned to each college or school and the number to be elected that year and shall notify the appropriate dean.
- b. Each college or school shall elect its representatives for two-year terms, in accordance with a procedure that its eligible faculty members shall determine. Terms shall begin with the regular April meeting of the Senate of the election year.
- c. Each college or school may elect, according to a procedure that its eligible faculty members shall determine, an alternate representative or representatives to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a college or school shall have the full privileges of Senate membership.

2. The Faculty Senate shall elect its presiding officer from its General Faculty membership to serve for a one-year term. The presiding officer shall be designated President of the Senate and shall serve as the chair of the Steering Committee. In case the person elected President of the Senate is already a member of the Steering Committee, the Senate shall elect a Senator to fill the unexpired term on that committee.
3. The following shall be ex-officio members of the Senate: the President of the University, the Vice Presidents, the Dean of The Graduate School, the Dean of Undergraduate Studies, the dean of each college or school, the University Registrar, the Dean of University Libraries, and the President of the Student Body. Ex-officio members shall have the privilege of the floor but shall not be eligible to vote.

Section B. Jurisdiction

The Faculty Senate shall be the basic legislative body of the University and shall establish its own Bylaws and procedures.

1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which the several degrees may be granted.
3. As the elected body of the General and Specialized Faculty, the Senate may also formulate its opinion regarding any subject of interest to the University, and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Trustees will be advisory.
4. The President of the University shall have the power to veto any action of the Senate. The veto, with reasons therefore, shall be communicated in writing to the Faculty Senate Coordinator and Chair of the Steering Committee within sixty days. By a two-thirds vote, the Senate may appeal to the Board of Trustees any action so vetoed.
5. Upon the resignation, retirement, or death of the University President and upon a request by the Board of Trustees, the Faculty Senate shall designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for President.

Section C. Standing and Special Committees

1. There shall be a Steering Committee consisting of seven persons from the voting membership of the Faculty Senate who shall be elected for staggered two-year terms. Steering Committee membership in any given academic year must represent at least four colleges or schools. The eligible Specialized Faculty (in the aggregate) shall be deemed a college or school for the purpose of distributing Steering Committee membership in any given academic year. No more than two representatives of the Specialized Faculty shall serve on the Steering Committee at any given time. Representatives of the Specialized Faculty are not eligible to serve as the Chair or the Vice Chair of the Steering Committee. In consultation with the President of the University, the Steering Committee shall determine the agenda for each Faculty Senate meeting. It shall provide for reports to the Faculty Senate by administrative officers, by chairs of standing and special committees, and by individuals.
2. The Faculty Senate may establish standing and special committees necessary for its work.
3. Any report issued in the name of the Faculty Senate must be approved by a vote of the Faculty Senate. If disclosed under legal mandate, the disclosure must specify that the information has not been approved or rejected by the Faculty Senate and thus should not be considered a product, policy or position of the Faculty Senate.
4. After dissolution of a constitutional review committee, not more than ten years shall pass until the Faculty Senate Steering Committee shall convene a committee to review the constitution.

Section D. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer.
2. Special meetings may be held at any time in accordance with rules specified in the Bylaws.
3. All regular meetings of the Faculty Senate shall be open to members of the General and Specialized Faculty and other interested parties.
4. The right to address the Faculty Senate shall be granted to any member of the General and Specialized Faculty in accordance with rules specified in the Bylaws.

Section E. Procedure

The Faculty Senate shall develop its own rules of procedure. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General and Specialized Faculty and to all administrative officers, and shall be posted on the Faculty Senate website.

Article V Colleges and Schools

Subject to the University-wide academic policies established by the Faculty Senate and the authority of the President of the University, the faculty of each college or school shall determine its internal policies such as specific admission requirements, requirements for majors, requirements for graduation, and the nature, content, and scheduling of its courses.

The faculty of each college or school shall keep on file with the Faculty Senate Coordinator 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.

Article VI Faculty Members of Colleges or Schools

Section A. Appointment: General and Specialized Faculty

1. Vice Presidents, the deans of the colleges and schools, and other such administrative personnel shall be appointed by the President of the University. An advisory committee appointed by the President shall consult with the President in the process of selection of nominees for such positions.
2. Associate and assistant deans of colleges and schools shall be recommended by the appropriate dean to the Provost and Executive Vice President for Academic Affairs. The President of the University or a designee shall make these appointments.
3. Members of the General and Specialized Faculty in the colleges and schools shall be nominated by the department chair, or equivalent, approved and recommended by the dean and the Provost and Executive Vice President for Academic Affairs, and appointed by the President of the University.
4. Each original appointment shall be confirmed by the President of the University, or a designee, in a contract letter.
5. Supplementary appointments to the Graduate Faculty may be awarded to members of the General and Specialized Faculty on nomination of the department chair, or equivalent, and approval of the appropriate dean and the Dean of The Graduate School, with the advice and consent of the Graduate Policy Committee.
6. Appointments to the faculty for limited periods of time, clearly stated in writing at the time of appointment, shall be designated as specified in the State University System Classification System. These appointments shall not count toward eligibility for tenure unless otherwise stipulated.

Section B. Tenure, Nonreappointment, Termination, and Suspension

1. Tenure Process. The procedure to be followed when a faculty member becomes eligible to be considered for tenure shall be as follows:
 - a. The nomination for tenure shall be initiated by an elected faculty committee of the appropriate department or academic unit; the majority of the members of this committee shall be tenured faculty. The department chair, or equivalent, shall inform the candidate in writing of the committee decision to recommend or not to recommend, together with the chair's recommendation.
 - b. The department chair, or equivalent, shall transmit the committee recommendation together with the chair's recommendation to the appropriate committee of the college or school and to the dean. In addition, the department chair, or equivalent, shall convene a meeting of all tenured faculty in the department and conduct a secret ballot regarding the nomination for tenure; the department chair, or equivalent, shall transmit the opinion of the tenured members of the department or unit to the appropriate committee of the college or school and to the dean.
 - c. A college or school committee of elected tenured faculty shall consider the candidate for recommendation to a University committee of elected tenured faculty and shall vote to recommend or not to recommend the candidate; the candidate shall be informed in writing of the committee's decision by the chair of the committee.
 - d. A University committee on tenure, consisting of elected tenured faculty with at least one representative from each college or school, shall receive the recommendation from the college or school committee and shall consider it for recommendation to the Provost and Executive Vice President for Academic Affairs and to the President of the University. The Vice President for Faculty Development and Advancement shall serve, without voting privileges, as ex-officio chair of the University committee and shall transmit to the Provost and Executive Vice President for Academic Affairs and to the President the committee's decision to recommend or not to recommend the candidate for tenure; the Vice President for Faculty Development and Advancement shall also inform the candidate in writing of the committee's recommendation.
 - e. The Provost and Executive Vice President for Academic Affairs and the President of the University shall decide to recommend or not to recommend the candidate to the Board of Trustees for tenure, and the President shall notify the faculty member immediately in writing of the final decision to recommend or not to recommend.

- f. In step "d" above, the dean of the appropriate college or school in each case shall present to the University committee the dean's decision to recommend or not to recommend the candidate; in step "d," the dean of the appropriate college or school shall also report this decision to the Provost and Executive Vice President for Academic Affairs and the President of the University.
 - g. In steps "a," "b," and "c" above, the faculty candidate who is not recommended by a committee at any stage of the deliberations may appeal that negative decision to the next committee by so requesting in writing within a period of ten (10) working days after receiving notification of the decision; in "d," the candidate may appeal a negative decision to the Provost and Executive Vice President for Academic Affairs and the President by so requesting in writing within a period of ten (10) working days after receiving notification of the decision. Unless a faculty candidate makes an appeal of a negative decision by a committee, the candidate's folder will not be forwarded to the next committee; in formulating an appeal, the candidate may address in writing the stated rationale for the committee's decision.
 - h. In steps "b" and "c" above, a college or school may use an additional committee between the department or equivalent committee and the college or school committee if the faculty of said college or school has voted for such usage in its bylaws.
- 2. Annual Reappointment of Tenured Faculty Members. Tenured members of the faculties of colleges, schools, and other academic units shall enjoy the assurance of annual recommendations for reappointment.
- 3. Crediting of Time Toward Tenure.
 - a. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor shall be eligible for the status of tenured member at the end of the fifth year in a tenure-earning position, to be effective at the beginning of the sixth year as a faculty member.
 - b. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor may be given tenure earlier provided the faculty member received credit, at time of appointment, for years spent in a tenure-earning position elsewhere and has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.

- c. Any member of the faculties of colleges and schools hired at the rank of Professor or Associate Professor may be awarded tenure at the start of the appointment provided the tenure has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
4. A decision whether to nominate a faculty member for tenure shall normally be made during the fifth year of continuous service in a tenure-earning position, or, at the option of the employee and with the concurrence of the appropriate administrative officials, during the sixth such year in a tenure-earning position.
5. Definition of Continuous Employment. Employment for any two semesters of any twelve-month period shall be considered a year of continuous employment. For the purpose of tenure eligibility, consideration for part-time service shall normally mean employment during at least one semester of any twelve-month period. Part-time service of an employee employed at least one full semester in any twelve-month period shall be accumulated. However, not more than one year of tenure eligibility may be earned in a twelve-month period. (Time spent by a faculty member undergoing appointment or exchange within the State University System or on a special assignment for the benefit of the parent institution or for the University System shall be counted toward the fulfillment of eligibility for tenure. Time spent away from the institution for other purposes shall not be counted toward the fulfillment of eligibility for tenure, except by mutual agreement of the faculty member and the University.)
6. Restrictions on Employment of Non-tenured Faculty.
 - a. No person employed in a tenure-earning position after 1965 may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years unless tenure has been granted, except that faculty whose service began before September 1972 may count four additional years in the Instructor or Acting Assistant Professor ranks as probationary. Persons holding an administrative or service role will normally hold a courtesy rank in an academic unit and shall not be subject to the rule during such service unless the academic unit grants a regular tenure-earning appointment. When the administrative or service function is ended, the person shall receive, upon request, a tenure-earning appointment in an academic unit.

- b. Not later than the end of the sixth year of service (or the tenth in the case of the above exceptions), the department chair, or equivalent, in consultation with the dean of the college or school, shall either nominate the faculty member for tenure or arrange to terminate service at the end of the seventh year (or the eleventh, in the case of the above exceptions). In every case, the faculty member shall be notified in writing of this recommendation by the dean.
 - c. Only time spent in the rank of Assistant Professor and above shall be construed as tenure-earning time.
 - d. Assistant Professors shall be considered ineligible for tenure or for reappointment beyond a seven-year maximum.
- 7. Early Tenure.
 - a. The Board of Trustees may approve tenure at an earlier time if it is recommended with sufficient justification by the President of the University.
 - b. A member of the faculty must satisfy the five-year requirement to be eligible for consideration by a tenure committee at any level.
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The General Faculty shall meet

1. in regular session in the fall of each academic year to receive the annual report of the President, and
2. in special session called either by the President, or on resolution of the Faculty Senate, or on written request from at least ten percent of the members of the General Faculty.

Article IV Faculty Senate

Section A. Membership

1. Elected faculty members

Only full-time Instructors, Assistant Professors, Associate Professors, and Professors appointed by the University shall be eligible for representation in and election to the Faculty Senate. Eligible faculty members who have duties in more than one college or school shall be counted in that college or school in which the major portion of their salary is budgeted or time is assigned.

Each college or school shall be entitled to representation in the Faculty Senate according to the following formula:

$$\frac{\text{number of eligible faculty representatives}}{100} = \frac{\text{number of eligible faculty members in college or school}}{\text{total number of eligible faculty members in the university}}$$

Each college or school shall be entitled to at least one representative.

The library staff shall be entitled to one elected representative.

Florida State University Schools (FSUS) faculty shall be entitled to one elected representative; members of the Florida State University Schools (FSUS) faculty shall not be counted as College of Education faculty in determining the number of that College's representatives nor shall they be eligible to vote in the College of Education elections of Faculty Senators.

- a. Prior to February 1 of each year, the Vice President for Faculty Development and Advancement shall submit to the Faculty Senate Coordinator a list of the eligible faculty members in each college or school. The Faculty Senate Coordinator shall on February 15 of each year determine the total number of representatives apportioned to each college or school and the number to be elected that year and shall notify the appropriate dean.
 - b. Each unit shall elect its representatives for two-year terms, in accordance with a procedure that its eligible faculty members shall determine. Terms shall begin with the regular April meeting of the Senate of the election year.
 - c. Each unit may elect, according to a procedure that its eligible faculty members shall determine, an alternate representative or representatives to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.
2. The Faculty Senate shall elect its presiding officer from its membership to serve for a one-year term. The presiding officer shall be designated President of the Senate and shall serve as the chair of the Steering Committee. In case the person elected President of the Senate is already a member of the Steering Committee, the Senate shall elect a Senator to fill the unexpired term on that committee.
 3. The following shall be ex-officio members of the Senate: the President of the University, the Vice Presidents, the Dean of The Graduate School, the Dean of Undergraduate Studies, the dean of each college or school, the University Registrar, the Dean of University Libraries, and the President of the Student Body. Ex-officio members shall have the privilege of the floor but shall not be eligible to vote.

Section B. Jurisdiction

The Faculty Senate shall be the basic legislative body of the University and shall establish its own Bylaws and procedures.

1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which the several degrees may be granted.

3. As the elected body of the General Faculty, the Senate may also formulate its opinion regarding any subject of interest to the University, and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Trustees will be advisory.
4. The President of the University shall have the power to veto any action of the Senate. The veto, with reasons therefore, shall be communicated in writing to the Faculty Senate Coordinator and Chair of the Steering Committee within sixty days. By a two-thirds vote, the Senate may appeal to the Board of Trustees any action so vetoed.
5. Upon the resignation, retirement, or death of the University President and upon a request by the Board of Trustees, the Faculty Senate shall designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for President.

Section C. Standing and Special Committees

1. There shall be a Steering Committee consisting of seven persons from the voting membership of the Faculty Senate who shall be elected for staggered two-year terms. In consultation with the President of the University, the Steering Committee shall determine the agenda for each Faculty Senate meeting. It shall provide for reports to the Faculty Senate by administrative officers, by chairs of standing and special committees, and by individuals.
2. The Faculty Senate may establish standing and special committees necessary for its work.
3. Any report issued in the name of the Faculty Senate must be approved by a vote of the Faculty Senate. If disclosed under legal mandate, the disclosure must specify that the information has not been approved or rejected by the Faculty Senate and thus should not be considered a product, policy or position of the Faculty Senate.

Section D. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer.
2. Special meetings may be held at any time in accordance with rules specified in the Bylaws.
3. All regular meetings of the Faculty Senate shall be open to members of the General Faculty and other interested parties.

4. The right to address the Faculty Senate shall be granted to any member of the General Faculty in accordance with rules specified in the Bylaws.

Section E. Procedure

The Faculty Senate shall develop its own rules of procedure. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty and to all administrative officers, and shall be posted on the Faculty Senate website.

Article V Colleges and Schools

Subject to the University-wide academic policies established by the Faculty Senate and the authority of the President of the University, the faculty of each college or school shall determine its internal policies such as specific admission requirements, requirements for majors, requirements for graduation, and the nature, content, and scheduling of its courses.

The faculty of each college or school shall keep on file with the Faculty Senate Coordinator 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.

Article VI Faculty Members of Colleges or Schools

Section A. Appointment: General Faculty

1. Vice Presidents, the deans of the colleges and schools, and other such administrative personnel shall be appointed by the President of the University. An advisory committee appointed by the President shall consult with the President in the process of selection of nominees for such positions.
2. Associate and assistant deans of colleges and schools shall be recommended by the appropriate dean to the Provost and Executive Vice President for Academic Affairs. The President of the University or a designee shall make these appointments.
3. Professors, Associate Professors, and Assistant Professors in the colleges and schools shall be nominated by the department chair, or equivalent, approved and recommended by the dean and the Provost and Executive Vice President for Academic Affairs, and appointed by the President of the University.
4. Each original appointment shall be confirmed by the President of the University, or a designee, in a contract letter.
5. Supplementary appointments to the Graduate Faculty may be awarded to members of the General Faculty on nomination of the department chair, or

equivalent, and approval of the appropriate dean and the Dean of The Graduate School, with the advice and consent of the Graduate Policy Committee.

6. Appointments to the faculty for limited periods of time, clearly stated in writing at the time of appointment, shall be designated as specified in the State University System Classification System. These appointments shall not count toward eligibility for tenure unless otherwise stipulated.

Section B. Tenure, Nonreappointment, Termination, and Suspension

1. Tenure Process. The procedure to be followed when a faculty member becomes eligible to be considered for tenure shall be as follows:
 - a. The nomination for tenure shall be initiated by an elected faculty committee of the appropriate department or academic unit; the majority of the members of this committee shall be tenured faculty. The department chair, or equivalent, shall inform the candidate in writing of the committee decision to recommend or not to recommend, together with the chair's recommendation.
 - b. The department chair, or equivalent, shall transmit the committee recommendation together with the chair's recommendation to the appropriate committee of the college or school and to the dean. In addition, the department chair, or equivalent, shall convene a meeting of all tenured faculty in the department and conduct a secret ballot regarding the nomination for tenure; the department chair, or equivalent, shall transmit the opinion of the tenured members of the department or unit to the appropriate committee of the college or school and to the dean.
 - c. A college or school committee of elected tenured faculty shall consider the candidate for recommendation to a University committee of elected tenured faculty and shall vote to recommend or not to recommend the candidate; the candidate shall be informed in writing of the committee's decision by the chair of the committee.
 - d. A University committee on tenure, consisting of elected tenured faculty with at least one representative from each college or school, shall receive the recommendation from the college or school committee and shall consider it for recommendation to the Provost and Executive Vice President for Academic Affairs and to the President of the University. The Vice President for Faculty Development and Advancement shall serve, without voting privileges, as ex-officio chair of the University committee and shall transmit to the Provost and Executive Vice President for Academic Affairs and to the President the committee's

- decision to recommend or not to recommend the candidate for tenure; the Vice President for Faculty Development and Advancement shall also inform the candidate in writing of the committee's recommendation.
- e. The Provost and Executive Vice President for Academic Affairs and the President of the University shall decide to recommend or not to recommend the candidate to the Board of Trustees for tenure, and the President shall notify the faculty member immediately in writing of the final decision to recommend or not to recommend.
 - f. In step "d" above, the dean of the appropriate college or school in each case shall present to the University committee the dean's decision to recommend or not to recommend the candidate; in step "d," the dean of the appropriate college or school shall also report this decision to the Provost and Executive Vice President for Academic Affairs and the President of the University.
 - g. In steps "a," "b," and "c" above, the faculty candidate who is not recommended by a committee at any stage of the deliberations may appeal that negative decision to the next committee by so requesting in writing within a period of ten (10) working days after receiving notification of the decision; in "d," the candidate may appeal a negative decision to the Provost and Executive Vice President for Academic Affairs and the President by so requesting in writing within a period of ten (10) working days after receiving notification of the decision. Unless a faculty candidate makes an appeal of a negative decision by a committee, the candidate's folder will not be forwarded to the next committee; in formulating an appeal, the candidate may address in writing the stated rationale for the committee's decision.
 - h. In steps "b" and "c" above, a college or school may use an additional committee between the department or equivalent committee and the college or school committee if the faculty of said college or school has voted for such usage in its bylaws.
- 2. Annual Reappointment of Tenured Faculty Members. Tenured members of the faculties of colleges, schools, and other academic units shall enjoy the assurance of annual recommendations for reappointment.
 - 3. Crediting of Time Toward Tenure.
 - a. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor shall be eligible for the status of tenured member at the end of the fifth year in a tenure-earning position, to be effective at the beginning of the sixth year as a faculty member.

- b. Any member of the faculties of colleges and schools holding the rank of Professor, Associate Professor or Assistant Professor may be given tenure earlier provided the faculty member received credit, at time of appointment, for years spent in a tenure-earning position elsewhere and has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
 - c. Any member of the faculties of colleges and schools hired at the rank of Professor or Associate Professor may be awarded tenure at the start of the appointment provided the tenure has been recommended by the tenured faculty of the relevant department/school/college, the University Promotion and Tenure Committee, and the President of the University and approved by the Board of Trustees.
4. A decision whether to nominate a faculty member for tenure shall normally be made during the fifth year of continuous service in a tenure-earning position, or, at the option of the employee and with the concurrence of the appropriate administrative officials, during the sixth such year in a tenure-earning position.
5. Definition of Continuous Employment. Employment for any two semesters of any twelve-month period shall be considered a year of continuous employment. For the purpose of tenure eligibility, consideration for part-time service shall normally mean employment during at least one semester of any twelve-month period. Part-time service of an employee employed at least one full semester in any twelve-month period shall be accumulated. However, not more than one year of tenure eligibility may be earned in a twelve-month period. (Time spent by a faculty member undergoing appointment or exchange within the State University System or on a special assignment for the benefit of the parent institution or for the University System shall be counted toward the fulfillment of eligibility for tenure. Time spent away from the institution for other purposes shall not be counted toward the fulfillment of eligibility for tenure, except by mutual agreement of the faculty member and the University.)
6. Restrictions on Employment of Non-tenured Faculty.
- a. No person employed in a tenure-earning position after 1965 may remain in the service of the University as a nonpermanent member of the faculty of any college, school, or other academic unit in any rank or combination of ranks for a total of more than seven years unless tenure has been granted, except that faculty whose service began before

September 1972 may count four additional years in the Instructor or Acting Assistant Professor ranks as probationary. Persons holding an administrative or service role will normally hold a courtesy rank in an academic unit and shall not be subject to the rule during such service unless the academic unit grants a regular tenure-earning appointment. When the administrative or service function is ended, the person shall receive, upon request, a tenure-earning appointment in an academic unit.

- b. Not later than the end of the sixth year of service (or the tenth in the case of the above exceptions), the department chair, or equivalent, in consultation with the dean of the college or school, shall either nominate the faculty member for tenure or arrange to terminate service at the end of the seventh year (or the eleventh, in the case of the above exceptions). In every case, the faculty member shall be notified in writing of this recommendation by the dean.
 - c. Only time spent in the rank of Assistant Professor and above shall be construed as tenure-earning time.
 - d. Assistant Professors shall be considered ineligible for tenure or for reappointment beyond a seven-year maximum.
7. Early Tenure.
- a. The Board of Trustees may approve tenure at an earlier time if it is recommended with sufficient justification by the President of the University.
 - b. An Assistant Professor must satisfy the five-year requirement to be eligible for consideration by a tenure committee.
8. Termination, Nonreappointment, and Suspension.
- a. Termination and Nonreappointment of Tenured Faculty Members for Cause. Annual recommendation for reappointment of permanent members of the faculty shall be withheld only for serious cause (incompetence or misconduct) and on the basis of written and specific charges made by the dean of the college or school, the Provost and Executive Vice President for Academic Affairs, or by the President of the University. A copy of such charges shall be furnished to the faculty member concerned. In answer to such charges, the faculty member shall have, upon request, a hearing before an appropriate faculty committee. At this hearing, the faculty member shall be allowed, at the faculty member's own expense, the benefit of counsel of the faculty member's choice.

- b. Nonreappointment of Non-tenured Faculty. Upon the advice of a department chair, a departmental/college/school advisory committee, the dean of the respective college or school, and the Provost and Executive Vice President for Academic Affairs, the President of the University may give written notice of nonreappointment of a non-tenured faculty member. Notice of nonreappointment, or of intention not to reappoint, shall be given in writing in accordance with the following standards: (a) for faculty members in their first two years of continuous University employment, one full semester prior to the date of termination; (b) for faculty members with two or more years of continuous service, one full year prior to date of termination.
- c. Immediate Suspension of Tenured or Non-tenured Faculty. In the case of flagrant offenses, the President of the University may suspend a member of the faculty with pay from performance of duties. Within two days, excluding weekends and official holidays, following such suspension, the President or a designee shall cause a written notice, including a statement of reasons, to be served upon the employee.
- d. If immediate dismissal is thereby sought, a copy of written specific charges shall be furnished to the faculty member concerned. In answer to such charges, the faculty member shall have, upon request, a hearing before an appropriate faculty committee. At this hearing the faculty member shall be allowed, at the faculty member's own expense, the benefit of counsel of the faculty member's choice. After provision of notice and an opportunity for the accused faculty member to have a hearing before an appropriate faculty committee, the President may initiate immediate dismissal.
- e. If immediate dismissal is not sought, the faculty member shall have, upon request, a hearing on the suspension before an appropriate faculty committee.
- f. The hearing committee, after deliberation, shall report its findings to the President. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, the President may either accept or reject that finding. If the President rejects the report, the reasons for doing so shall be provided in writing to the hearing committee and to the faculty member. The faculty member shall be provided an opportunity to respond before further action is taken. If the hearing committee concludes that adequate cause for a dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If dismissal or other severe

sanction is recommended, the President may take such action as appropriate.

Section C. Academic Freedom

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication, and to protect members of the faculty against influences, from within or without the University, that would restrict the exercise of this freedom in their areas of scholarly interest. The right to the protection of the University shall not necessarily include any right to the service of the University's legal counsel in any proceedings in which the academic freedom of the faculty member may be an issue.

The faculty member has the same freedoms and responsibilities as other citizens, including political rights and privileges, without institutional censorship or discipline. However, as a scholar, a faculty member should be mindful that accuracy, forthrightness, and dignity befit association with the University.

Furthermore, faculty members must consider their academic duties as their primary responsibility. In no case should faculty members accept or seek appointment to civic or political office which would reduce significantly the time available for this primary responsibility without first securing written approval from the President of the University.

Faculty members who believe they do not enjoy the academic freedom which it is the policy of the University to maintain and encourage shall be entitled on written request to a hearing before the Committee on Grievances.

Section D. Resignation

When a member of the faculty of the University desires to obtain release from their faculty position, that faculty member is expected to offer their resignation to the President of the University, or a designee, through appropriate administrative channels at least ninety days before the resignation takes effect.

Article VII The Professional Staff

Those persons holding academic appointments within Florida State University, but not within a college or school, and those persons within a college or school holding academic appointments whose responsibilities do not include teaching, shall be considered members of the Professional Staff. Members of the Professional Staff having appropriate qualifications and responsibilities shall be assigned faculty rank by the President of the University on recommendation of their administrative officers for the purpose of membership in the General Faculty.

*The Constitution of
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Members of the Professional Staff shall enjoy the assurance of annual recommendation for reappointment in accordance with the provisions of the Florida Statutes and the regulations of the Board of Trustees.

Article VIII Amendments

Amendments to this Constitution shall become effective when (1) approved by a two-thirds vote of the Faculty Senate and (2) ratified by a majority vote of the members of the General Faculty who are eligible for election to the Faculty Senate and who vote on the proposal.

An amendment to be considered by the Faculty Senate must be submitted at a regular meeting at least one month prior to a vote on the proposal. The faculty vote on ratification shall be taken during the regular academic year not earlier than thirty days after circulation of the Senate minutes in which the amendment approved by the Senate is recorded.

NOTE: The Constitution was first adopted by the Faculty as the Faculty of the Florida State College for Women on April 11, 1931, and ratified by the Faculty of Florida State University on May 19, 1948, amended to December 6, 1989. Amended xxxx, 2018