



FLORIDA STATE UNIVERSITY  
FACULTY SENATE

**MINUTES**  
**FACULTY SENATE MEETING**  
**WEDNESDAY, NOVEMBER 18, 2020**  
**FSU ZOOM**  
**3:35 P.M.**

**I. Regular Session**

The regular session of the 2020-21 Faculty Senate was held on Wednesday, November 18, 2020. Faculty Senate President Eric Chicken presided.

**The following members attended the Senate meeting:**

**T. Adams, S. Aggarwal, P. Aluffi, E. Alvarez, J. Appelbaum, A. Askew, J. Atkins, J. Bahorski, E. Bangi, A. Barbu, H. Bass, P. Beerli, B. Birmingham, D. Bish, M. Blaber, M. Bourassa, R. Brower, M. Buchler, G. Burnett, M. Carrasco, I. Chiorescu, E. Chicken, P. Doan, J. Du, R. Duarte, D. Eccles, V. Fleury, H. Gazelle, R. Goodman, T. Graban, S. Grant, A. Gunjan, W. Hanley, E. Hilinski, P. Hoeflich, C. Hofacker, P. Hollis, P. Iatarola, , C. Kelley, D. Kim, E. Kim, E. Klassen, S. Lester, V. Lewis, C. Madsen, T. Mariano, P. Marty, C. Marzen, C. McClive, A. Muntendam, I. Padavic, E. Peters, D. Peterson, J. Proffitt, K. Reynolds, A. Rhine, L. Rinaman, N. Rogers, E. Ryan, G. Salazar, A. Semykina, J. Sobanjo, S. Stagg, B. Stults, P. Sura, M. Swanbrow Becker, G. Tyson, T. Van Lith, A. Vanli, M. Ye, Q. Yin, and I. Zanini-Cordi.**

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

A. Ai, I. Alabugin, P. Andrei, J. Ang, J. Brown Speights, E. Cecil, T. Chiricos, M. Duncan, F. Dupuigrenet, S. Foo, K. Harris, E. Hinchman (**Michael Bukowski**), A. Huber, M. Hurdal, J. Ingram, E. Jakubowski, K. Jones, H. Kern, T. Lee, I. MacDonald, M. McFarland, C. Moore, R. Morris, J. Munn, C. Patrick, R. Singleton, L. Stepina, J. Standley, and R. Stilling.

**II. Approval of the Minutes, October 21, 2020 meeting**

The minutes were approved as distributed.

**III. Approval of the agenda, November 18, 2020 meeting**

The agenda was approved as distributed.

**IV. Announcements by President Thrasher**

No announcements were given.

**V. Report of the Steering Committee, Erin Ryan**

- The committee has met four times since the last Senate meeting.
- Those who sit on the Advisory Council of Faculty Senates met with Marshall Criser, Chancellor of the State University System, to share faculty concerns about face-to-face

teaching in the spring. Criser issued guidance clarifying that each university has flexibility to determine what level of face-to-face teaching is appropriate.

- FSU is expected to see slightly less than half of undergraduate courses offered as face-to-face teaching and slightly more than half of graduate courses offered as face-to-face teaching.
- The Steering Committee met with Provost McRorie and Vice President Kistner regarding guidance for flex classes in the spring.
- Congratulated Kim Barber for the Max Carraway Employee of the Year award.
- Teaching awards will not be driven by student perceptions of courses and instructors due to covid-19 related changes. A memorandum of understanding has been distributed to departments with guidelines to modify faculty productivity during covid-19.
- A change in parking policy requiring payment after business hours has negatively impacted departments across campus. Provost McRorie is aware of the issue and the policy is being adjusted to eliminate this problem.
- Discussed the President's plan for an interim Associate Vice President of Research after Vice President Gary Ostrander's retirement. The administration plans to wait for the new university president to be appointed before considering a permanent appointment of the vice president.
- The committee also met with Chief Information Officer Jane Livingston and Alex Morales of Information Technology to discuss the shift to two-factor authentication for FSU IT services and facilitating the transition for faculty facing difficulties.
- The committee participated in interviews of candidates for the Dean of the College of Music search and made recommendations.
- The December meeting follows President Thrasher's annual State of the University address. The Senate meeting will meet immediately after the president's address through a separate Zoom.
- A notice went out to faculty regarding the upcoming Qualtrics referendum to approve the FSU Constitution amendments that the Senate passed earlier this fall. Please reach out to faculty to help them understand the process.

## VI. Reports of Standing Committees

No reports were given.

## VII. Old Business

### a. Senate Bylaws, Arda Vanli (See addendum 1)

- The changes to the Senate Bylaws regard the addition of specialized faculty as part of the Faculty Senate if the FSU Constitution changes are approved by the general faculty and Board of Trustees. These changes were initially discussed at the October 2020 meeting.
- The changes are highlighted in the addendum.
- **A motion to approve the Senate Bylaws was made and seconded.**
- **The motion to approve the Senate Bylaws passed.**

## VIII. New Business

### a. Sustainability on campus, Erin Ryan

- Senator Hofacker met with the Steering Committee regarding sustainability issues on campus. One idea from the committee is the creation of an ad hoc committee to look into sustainability on campus.
- The Steering Committee met with Elizabeth Swiman from the Campus Sustainability Office and considered how the Faculty Senate can aid and advance sustainability goals on campus.
- Students are energized and have ambitious proposals but come and go relatively quickly. The faculty have staying power and are in a good position to try to help build infrastructure for long term decisions that might help the university.
- The Campus Sustainability Office is interested in elevating the quality of sustainability decision making on campus by creating a university-wide sustainability council, composed of faculty, students, administration, and alumni.
- **Made a motion to form an ad hoc committee to explore sustainability on campus. The motion was seconded.**
- **Charles Hofacker, Business** – Commented that students are dedicated to working to bring this issue to faculty and the administration. Senator Hofacker shared support for the creation of this ad hoc committee.
- **The motion to create an ad hoc committee passed.**

## IX. University Welfare

### a. United Faculty of Florida, Florida State University Chapter, Matthew Lata

- Shared that UFF supports the administration for standing with the faculty to not force face-to-face teaching for the upcoming spring semester.
- Unlike other campuses in Florida, FSU-UFF is not filing a complaint.
- Guns on campus, budgets, and union-busting will be issues of consideration with the Florida Legislature.

## X. Announcements by Deans and other Administrative Officers

### a. Dean Mark Riley, The Graduate School (See addendum 2)

- Determined the origin of the issue regarding the Graduate Bulletin and the preliminary examination section. Language was clarified and changed over the summer. Because changes were clarification in nature and not policy changes, it was felt that the changes did not need to be approved by the Faculty Senate.
- **Patrice Iatarola, Education** – Spoke about the language change and that this Senator's interpretation was that the changes implicate policy changes, including the two-time rule and re-examination for preliminary examinations. Dean Riley responded that the timing of the re-examination may need to be adjusted depending on when the first attempt was made.
- **Todd Adams, Arts & Sciences** – Stated that the semester change is itself a policy change so the policy should go before the Graduate Policy Committee (GPC) and the Faculty Senate for approval. Dean Riley responded that a member of the GPC may be involved with changes to the Graduate Bulletin, including minor changes, so extra eyes look over those changes and clarify if something needs Faculty Senate approval.

- **Petra Doan, Social Sciences & Public Policy** – Mentioned another change in the bulletin that alters the policy. Dean Riley suggested that the Graduate Bulletin be looked at by the GPC for approval.
  - **Akash Gunjan, Medicine** – Recommended changing the wording to a time frame such as three months rather than a semester.
  - **President Chicken** – Requested senators email questions and comments to [fac-senpres@fsu.edu](mailto:fac-senpres@fsu.edu) and those will be shared with the GPC.
- b. Remarks on behalf of Provost McRorie by President Chicken**
- Wished everyone a safe and happy Thanksgiving break.
  - Thanked everyone for their work this year.
  - Random covid-19 tests of faculty will end this week and resume January 2021.

The meeting adjourned at 4:18 p.m.

**EricChicken**

Digitally signed by Eric  
Chicken  
Date: 2020.11.20 13:47:17  
-05'00'

Eric Chicken  
Faculty Senate President

## THE BYLAWS OF THE FACULTY SENATE

### Section A. 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. The regular meetings shall be scheduled on Wednesdays. At the April meeting of the Senate, the Steering Committee shall present for confirmation by the Senate the dates for regular meetings of the Senate during the following academic year.
2. Special meetings may be held at any time at the call of the President of the University, the Steering Committee, or at the written request of ten voting members of the Senate, representing at least four colleges.
3. All meetings of the Faculty Senate shall be open provided, however, that by a majority vote the Senate may go into closed session with only General Faculty members present.
4. The presiding officer of the Senate shall be elected by the Senate from its membership and shall serve as the Chairperson of the Steering Committee. In the absence of the presiding officer, the Vice Chairperson of the Steering Committee or a person designated by him or her shall preside.
5. Any member of the General Faculty may be recognized to speak, but the time of a non-member may be limited at the discretion of the presiding officer subject to the authority of the Senate to extend or curtail a non-member's time by a majority vote.

### Section B. Quorum

A majority of the voting members of the Senate shall constitute a quorum at any regular or special meeting.

### Section C. Order of Business

1. Minutes
2. Report of the Steering Committee
3. Special orders
4. Reports of special committees
5. Reports of standing committees
6. Unfinished business
7. Response of the President of the University to previous Senate action
8. New business
9. University welfare
10. Announcements of deans and other administrative officers

### Section D. Procedure

1. All meetings of the Senate shall be conducted in accordance with the current edition of *The Standard Code of Parliamentary Procedure*, except as otherwise provided in the Florida State University Constitution or in these Bylaws.

## *Bylaws of the Faculty Senate*

2. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty, to all administrative officers, and to all members of the Professional Staff.
3. A roll call vote for recording in the minutes may be taken on request of fifteen (15) members.
4. The Steering Committee shall appoint annually a parliamentarian from among the General Faculty.

### **Section E. Election of Specialized Faculty Senators**

(Note: the amendment text regarding Election of Specialized Faculty Senators will only go into effect when the General Faculty and the Board of Trustees have ratified the FSU Constitution. At that time, this notice will be removed from the bylaws.)

Specialized Faculty shall elect their representatives for two-year terms. The Faculty Senate Elections Committee shall conduct the election process of the Specialized Faculty Senators. All voting shall be by secret ballot. Ties shall be broken by a fair random mechanism. Nomination lists and election ballots shall identify faculty by unit and include a reminder of the requirements for Specialized Faculty membership in the Senate as given in the Constitution of the Florida State University.

#### **1. Eligible Specialized Faculty**

Eligible Specialized Faculty are those faculty whose titles are specified in the Constitution of the Florida State University.

#### **2. Nominations**

A nominating ballot listing all eligible Specialized Faculty shall be circulated by February 15 to the eligible Specialized Faculty with a two-week return requirement.

Each eligible Specialized Faculty may nominate as many candidates from this list as there are open at-large Specialized Faculty Senator seats in the Faculty Senate.

Eligible Specialized Faculty in one of the four largest units may nominate one additional candidate from within their unit from the list. An eligible Specialized Faculty member may nominate the same candidate twice: once for the within unit and once for the at-large seats.

#### **3. Elections**

Elections take place after the return of the nominations.

For eligible Specialized Faculty in one of the four largest units there will be a unit ballot consisting of the two candidates from that unit who received the most nominations, including any candidates tied for last position in the nomination process. Each eligible Specialized Faculty in one of the four largest units may vote for one candidate on this unit ballot. The election shall take place as soon as the nominating process has completed.

The at-large election takes place after the large unit election is completed. There will be an at-large ballot consisting of twice the number of at-large senators to be elected. The names on the ballot are those who received the most nominations, including any candidates tied for last position in the nomination process. Candidates elected in the large unit election will not be included on this ballot. Each eligible Specialized Faculty may vote for as many candidates as there are open positions.

#### **4. Alternate Senators**

In the event an elected senator cannot perform the duties of a senator, an alternate will take their place. For a large unit senator, this will be the candidate who received the second most votes. For at large senators, this will be the candidate with the most votes who was not elected. The requirements for

Specialized Faculty membership in the Senate as given in the Constitution of the Florida State University will be maintained.

## Section F. Steering Committee and Senate President

1. Election
  - a. As soon as the elected membership of the Senate has been certified by the Faculty Senate Coordinator, a nominating ballot listing all voting members of the Senate shall be circulated to the Senate membership with a two-weeks return requirement. Each member may nominate as many candidates from this list as there are positions on the Steering Committee to be filled.
  - b. The March meeting of the Faculty Senate shall be the last regular meeting of that Senate for the academic year. Members of that Senate shall hold office until the first meeting of the new Senate. The new Senate shall be seated at the April meeting date, with the previous Senate President presiding until the new Senate shall elect its President from its ranks. A majority shall be required for election. The new Senate may receive reports and conduct business during elections for both the Senate President and the Steering Committee.
  - c. As soon as the Senate President has been elected, the new Senate shall proceed to elect its seven-member Steering Committee. The Elections Committee shall prepare and circulate to the Senate membership two weeks in advance of the meeting a slate of nominees. The slate shall consist of twice the number to be elected, including any members tied for last position on the ballot. Additional nominations may be taken from the floor of the Senate with four seconds. Nomination and election ballots shall remind Senators that at least one person from each of four colleges shall be represented on the Steering Committee and that no more than two Specialized Faculty may serve on the Steering Committee. Names of Senators shall be listed by college or unit. Four members shall be elected for two-year terms in even years and three members for two-year terms in odd years.
  - d. Each member of the new Senate may vote for as many nominees as there are positions to be filled. On the first two ballots a majority shall be required for election. On the third ballot a plurality vote shall suffice. The Senate President shall withhold his/her ballot to break any possible ties on this third ballot. All voting shall be by secret ballot.
2. Organization and Jurisdiction of Steering Committee
  - a. Immediately following their election at the April meeting of the Senate, members of the Steering Committee shall convene and elect their Vice Chairperson for a one-year term.
  - b. The Committee shall meet regularly, at least once a month, and on special call of the Chairperson. A majority of the Committee shall constitute a quorum.
  - c. The Committee shall consider and advise regarding all matters which are within the jurisdiction of the Senate. In consultation with the President of the University, the Committee shall prepare the agenda for each Senate meeting and distribute it to the membership of the entire faculty at least two days before the Senate meets. Items may be added to the agenda at any meeting of the Senate under new business by unanimous consent or by majority vote. On request of the President of the University, the Committee shall advise and consult with him or her on any matter which he or she may call to its attention.
  - d. The Committee may request information from any member of the faculty or any administrative officer and may invite any such person to sit with it for consultation or advice on matters within its jurisdiction.

- e. The Steering Committee may establish special committees to facilitate its work.
3. President of the Senate
    - a. The President of the Senate shall be elected at the first meeting of the new Senate in April of each year. Notice of this election shall be provided by the Faculty Senate Coordinator to all members of the new Senate at least two weeks prior to the meeting. A list of the members of the new Senate and their college affiliation shall accompany the notice.
    - b. The President of the Senate shall serve as liaison between the President of the University and the Senate and shall communicate to the President of the University the recommendations of the Steering Committee. The Vice Chairperson of the Steering Committee shall serve as liaison between the Senate and the Steering Committee, shall present the agenda at Senate meetings, and report the opinions and actions of the Steering Committee to the Senate membership.
    - c. If the President/presiding officer of the Senate is unable to complete the elected term of office, the Vice Chairperson of the Steering Committee shall become President of the Senate for the remainder of that term. The candidate with the next highest number of votes in the most recent election to the Steering Committee shall become a member of the Steering Committee for the period that the Vice Chairperson fulfills that term of office as President. The Steering Committee shall then elect a new Vice Chairperson.
  4. Nominations or recommendations by the Steering Committee for committee members and other positions subject to election or consent by the Faculty Senate shall be distributed to the Senate in advance.

## **Section G. Standing Committees**

### 1. Budget Advisory Committee

The Budget Advisory Committee shall consider University budget policies, procedures and practices, with special emphasis on the academic budget. The Committee shall consist of the President of the Faculty Senate, a member appointed annually by the Steering Committee and who shall serve as chair, and the four faculty members appointed by the President of the University to the University Budget Committee. It shall consult regularly with the President of the University and the Vice President for Academic Affairs; it shall report on its deliberations at least each term to the Faculty Senate.

### 2. Committee on Memorials and Courtesies

The Committee on Memorials and Courtesies shall represent the Faculty Senate and General Faculty on appropriate occasions. The Committee shall consist of three faculty members appointed as needed by the Steering Committee, with the advice and consent of the Senate.

### 3. Distance Learning Committee

The Distance Learning Committee shall provide policy development, oversight, and academic advice specific to the design and implementation of Distance Learning courses and degree programs. In particular, the committee will have the following responsibilities.

- (1) To propose to the Senate procedures and standards for authorization to offer courses and programs by delivery methods other than standard classroom delivery, and for enduring quality control of such course and program offerings.
- (2) To monitor the effectiveness with which the procedures and standards and standards adopted are being implemented.



- (3) To propose to the Senate modifications to existing standards and procedures as appropriate.  
This committee will supplement, not supplant, the functions of other existing committees.

The committee shall consist of the following members: the Chairs of the Undergraduate Policy, Graduate Policy and University Curriculum Committees; three additional faculty members appointed by the Steering Committee, with the advice and consent of the Senate for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member. The Director of the Office of Distance Learning and the Provost and Executive Vice President for Academic Affairs or his/her designee shall be ex-officio members. The Faculty Senate Steering Committee shall appoint its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

4. Elections Committee

The Elections Committee shall conduct Senate and University elections involving faculty. The Committee shall consist of three Senators appointed annually by the Steering Committee, with the advice and consent of the Senate; each appointee shall come from a different college.

In March, the Elections Committee shall prepare the ballots for the Grievance Committee and circulate them to all members of the General Faculty, allowing two weeks for the return of ballots. A majority vote shall be required for election. At the April meeting, the Elections Committee shall prepare the ballots and conduct the election of the Senate President and the Steering Committee.

The chairperson shall be appointed by the Steering Committee.

5. Graduate Policy Committee

The Graduate Policy Committee shall consider University-wide policies relating to graduate education. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of The Graduate School, or his or her designee, shall be ex-officio members; and membership shall include two graduate student representatives from different colleges appointed for a one-year term by the President of Student Government.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

6. Grievance Committee

The Grievance Committee shall have jurisdiction, through its hearing panels, to hear grievances, as defined by University rules, brought to its attention by any faculty member in relation to the University practice in professional relations, professional ethics, academic freedom, conditions of employment (including the termination or suspension of tenured and nontenured faculty), and general faculty welfare.

The Committee is empowered to create hearing panels for the consideration of individual cases. The Grievance Committee will report each term to the Faculty Senate. Action by a Grievance Committee hearing panel in no way precludes a faculty member from seeking redress through other official means; however, no other University committee shall serve as an appeals committee for cases initially heard by the Grievance Committee.

The Chairperson of the Elections Committee shall, through the Faculty Senate Coordinator, notify each college scheduled to nominate candidates for this Committee. The faculty of that unit shall,

through procedures it shall determine, nominate from its ranks at least twice the number of faculty members to be elected. Additional nominations shall be taken from the floor of the Senate. Election shall be by the General Faculty for three-year staggered terms to begin July 1. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have an additional representative; and the College of Arts and Sciences shall have four additional representatives.

The Steering Committee shall appoint the chairperson.

7. Honors Program Policy Committee

The Honors Program Policy Committee shall consider curriculum and related policies and procedures for the University's Honors Program and Honors in the Major Program. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Dean of Undergraduate Studies, or his or her designee, and the Director of the University Honors Program shall be ex-officio members. The President of Student Government shall appoint annually two undergraduate students from among present or past participants in a Florida State University honors curriculum.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

8. Liberal Studies Coordinating Committee

The Liberal Studies Coordinating and Policy Committee shall promote liberal education and provide oversight for the liberal studies curriculum. The Committee shall consist of nine faculty members, appointed by the Steering Committee, who shall serve for staggered three-year terms, including one representative each from the Undergraduate Policy, Honors Program Policy and University Curriculum Committees. The Dean of Undergraduate Studies and Provost and Executive Vice President for Academic Affairs or their designee shall serve as ex-officio members. The Committee may invite to its meetings representatives of administrative offices and others with responsibility for implementing policies that have direct bearing on the Liberal Studies program. The Steering Committee shall appoint the chair annually from among the faculty representatives.

9. Library Committee

The Library Committee shall consider University-wide policies on general library operations. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences and Public Policy shall each have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, the Vice President for Faculty Development and Advancement, or his or her designee, the Dean of University Libraries, and the directors of the College of Music Allen Music Library, the College of Law Research Center, the College of Medicine Maguire Medical Library, the Harold Goldstein Library, the Dirac Science Library, and the head of Scholars Commons, shall be non-voting ex-officio members; and membership shall include a graduate student and an undergraduate student from different colleges appointed for a one-year term by the President of Student Government.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

10. Student Academic Relations Committee

The Committee on Student Academic Relations shall hear appeals from students who think that

decisions about their academic work have been made improperly or unprofessionally in colleges. The Committee shall consist of five persons appointed annually by the Steering Committee, with the advice and consent of the Senate, for staggered two-year terms; an undergraduate student member and a graduate student member shall be appointed annually by the President of the University.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee shall report its findings and recommendations to the Provost and Executive Vice President for Academic Affairs. It shall also report each term to the Faculty Senate.

11. Teaching Evaluation Committee

The Teaching Evaluation Committee shall consider University-wide policies and procedures relating to the evaluation of teaching, which includes but is not limited to the use of student surveys. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, a representative from the Office of Distance Learning and the Assistant Director, Assessment and Testing shall serve as ex officio members.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

12. Technology Committee

The Technology Committee shall consider how University-wide technology related infrastructure may impact on academic issues. Members of this committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the College of Arts and Sciences shall have two representatives. University Libraries shall also have a representative. The Associate Vice President for Technology and Chief Information Officer shall serve as an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

13. Torch Awards Committee

The Torch Awards Committee shall consider and recommend recipients for the Torch Awards: VIRES, symbolizing moral, physical, and intellectual strength; ARTES, symbolizing appreciation of beauty; MORES, symbolizing respect for customs, character, and tradition. These awards are presented annually by the Faculty Senate on behalf of the Faculty to recognize those persons who have made significant and sustained contributions to the University's ability to fulfill its academic mission.

The committee shall consist of no fewer than 7 and not more than 10 members, including ex officio members. Members of the committee shall be appointed by the President of the Faculty Senate and shall include a mix of active and retired faculty. At least one member of the committee shall be a member of the Faculty Senate Steering Committee; the President of the FSU Foundation, or his/her representative, shall be an ex officio voting member. In order to protect the historical memory essential to the committee's function, with the exception of the member from the Faculty Senate Steering Committee, terms of service for committee members shall be 3 years. The committee membership may recommend candidates to fill any vacancies that occur; vacancies shall be filled by the Faculty Senate President.

The chair of the committee shall be appointed by the Faculty Senate Steering Committee from recommendations provided by the Torch Awards Committee membership. If possible, any new chair

shall be appointed the Spring preceding the Award selection process.

The committee will accept nominations for the awards and shall recommend recipients for the awards to the Steering Committee, which shall have final confirmation. The letter of nomination should document the nominee's accomplishments and contributions to the University's ability to fulfill its academic mission. There may be multiple recipients for any or all 3 of the awards in any given year; it is also possible that not all 3 categories of award will be given each year. A Torch Award shall not be awarded to current employees of the university.

The Committee may adopt additional procedures and standards as appropriate for fulfilling its charge.

14. Undergraduate Policy Committee

The Undergraduate Policy Committee shall consider University-wide policies on undergraduate academic affairs. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have a representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of Undergraduate Studies, or his or her designee, shall be ex-officio members. The President of Student Government shall appoint an undergraduate student member annually.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

15. University Curriculum Committee

The University Curriculum Committee shall consider curricular policies and procedures at both the undergraduate and graduate levels. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives.

16. Standing committees and special committees shall arrange with the Chairperson of the Steering Committee to have their reports placed on the Senate agenda.

17. A committee report, which is on the agenda, should be distributed to the Senate membership at least two days before the Senate meets. Except by unanimous consent of the Senate, a committee report which is not on the agenda shall not be considered for action.

18. Vacancies in standing committees shall be filled by the Steering Committee with the advice and consent of the Senate. In case of elected committees, the Steering Committee shall consider first those from the affected college who fell just short of election on the most recent usable ballot.

**Section H. Amendments**

The Bylaws may be amended by a majority vote at any meeting of the Senate provided that the amendment has been introduced at a prior meeting.

Current: October 17, 2007; March 20, 2013; November 12, 2014; October 21, 2015; November 18, 2015; March 21, 2018



To: Deans, Department Chairs/Program Heads, and Graduate Coordinators  
From: James Beck, Graduate Policy Program Coordinator  
Re: Summer 2020 Graduate School Policy and Procedure Memo  
Date: July 2, 2020

\*Please give careful attention to this memorandum, but please note that it is not exhaustive and faculty, staff, and students are encouraged to familiarize themselves with all policies affecting graduate education at FSU.

A copy of this memo will be posted on the [Graduate School's Faculty/Staff Website](#) as well as uploaded to the [Graduate Policy Database](#).

### **New/Updated Graduate Policies:**

The following items were established as a new policy, were updated and/or are set to take effect in the 2020-2021 academic year.

#### 1. Master's Program Definitions and New Project Master's Degree-Type:

**Effective Fall 2020, there will three types of master's degree programs at FSU: thesis, coursework-only, and project. In May, Academic Deans were contacted to work with their Department Chairs and Graduate Program Directors to carefully review the new definitions, evaluate each of the master's degree program's curriculum and identify which master's degree programs are thesis, coursework only, or project. The Academic Deans confirmed the status for each of the master's degree programs and this information was sent to the Registrar's Office. The definitions have been incorporated in the Graduate Bulletin and new plan codes have been developed in Student Central for the project master's programs. See attached for the new definitions. (Approved by the GPC on 3/9/20 and Faculty Senate on 4/22/20).**

Currently, the Graduate Bulletin distinguishes between two types of master's degree programs – thesis and non-thesis. The Graduate Policy Committee (GPC) and Faculty Senate have approved to change this to three types: thesis, coursework-only, and project.

The goal of this policy is to: 1) distinguish between work taking the scope of a thesis, 2.) work taking the scope of a course or capstone experience and 3.) recognize creative achievement and activity taking the scope of a terminal project as its own master's-type program.

At present, various units use thesis-type language for courses and student work that are not equivalent in scope to a thesis. In addition, some units register students for thesis credit hours though the student is in a non-thesis program. These irregularities are an issue and we need to move forward with clear definitions, so students' transcripts correctly reflect the type and scope of work they have completed. With centrally defined language, guidelines now exist for units to classify student work appropriately. The growth and evolution of the broad array of graduate programs required a policy to define and differentiate the nature of the different programs. The attached policy provides clear definitions, defines the scope, and sets minimum requirements while allowing units flexibility in nomenclature that suits their discipline-specific needs.

\*Keep in mind that coursework-only and project master's programs are non-thesis and cannot be deemed equivalent to a thesis program, meaning that under these program-types students cannot enroll in thesis hours, a thesis defense, and/or courses with "thesis" in the title. Only thesis-track master's students are allowed to enroll in thesis hours, a thesis defense and/or courses with "thesis" in the title.

## 2. Revision to Conflict of Interest Policy:

**See attached for the full policy. (Approved by the GPC on 3/27/20 and Faculty Senate on 4/22/20).**

The Graduate Policy Committee (GPC) and Faculty Senate approved a revision to the Conflict of Interest Policy, which was last approved by the Faculty Senate in 2013. The revised policy now restricts immediate family members, domestic partners and married couples from serving together on the same supervisory committee to prevent a perception of bias (i.e., conflict of interest); defines what "immediate family members" means; clarifies that exceptions are allowed under extenuating circumstances, however, not for a committee chair (or co-chair) and university representative combination; describes how to report a conflict of interest and to whom; and sets an implementation date of Fall 2020 for new thesis and doctoral admits.

Grandfathering will be allowed for thesis and doctoral students (those admitted to candidacy) who currently have immediate family members, domestic partners or married couples serving on the supervisory committee together, as long as it does not involve a Committee Chair (or Co-Chair) and University Representative for doctoral students.

## 3. Revision to Grade Appeals System:

**See attached for the full policy. (Approved by the GPC on 3/27/20 and Faculty Senate on 4/29/20).**

The Office of Faculty Development and Advancement (OFDA) drafted a revision of the Grade Appeals System, which was last revised by the Faculty Senate in 2005. The revision eliminates outdated "Dean of the Faculties" and "Dean of Graduate Studies" language; changes undefined "days" to "class days," with a definition that stops the clock anytime (such as over winter break) classes are not in session and excludes weekends; expands the term "department chair" to "department chair, school director, or designee;" clarifies how soon meetings should occur; and states that department chairs, school directors, or designees who have arranged grade appeal meetings are allowed to attend those meetings. The revision maintains the standard of proof and the other basic principles of the current Grade Appeals System.

## 4. Graduate Bulletin Edits:

Sections of the Graduate Bulletin have been amended to reflect some changes in existing procedures. The following items do not represent substantive policy changes, but editing was done to improve the clarity of the message.

### I. Graduate Academic Regulations and Procedures-

- A. Incomplete Grade Section- Revised to emphasize that an incomplete grade should not be set as the default grade for an existing incomplete. Grades are awarded based on progress of work completed during a set semester/term and as such, a graduate student should not receive several semesters of incomplete grades for thesis, treatise and/or dissertation hours until completion of the defense.

### II. Graduate Degree and Certificate Requirements-

- A. Dual Degree Section- Revised to emphasize that Dual Enrollment Request Forms must be submitted for review/approval at the correct time to ensure proper advisement, prior to the graduate student completing 12 hours in the second degree program and before the student has reached the final semester and applied for graduation so there are no delays in graduation clearance.
- B. Combined and Joint Pathways Section- Removal of Direct-Entry Pathways from the bulletin.

- C. Types of Programs Section- Inclusion of new master's definitions approved by GPC and Faculty Senate.
  - D. Recency of Work Section (Master's) - Revised to emphasize that If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.
  - E. Supervisory Committee Sections (Master's and Doctoral) - Inclusion of revised conflict of interest policy approved by GPC and Faculty Senate.
  - F. Preliminary Examination Section- Revised to emphasize that if a student fails the preliminary examination prior to admission to candidacy, a re-examination may be requested, but it must be recommended by the student's supervisory committee and approved by the Academic Dean's Office. Students can take the preliminary examination for admission to candidacy only two times. At least one semester of additional preparation is needed before the re-examination. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.
  - G. Time Limit for Completion of Doctoral Degree Requirements Section- Revised to emphasize that all requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student's major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.
  - H. Faculty Academic Judgement Section- Revised to provide additional clarity on student continuance in a program.
- III. **University-Wide Standards for Graduate Teaching Assistants-**
- A. TA Certification Process- Revised to emphasize that colleges/units need to validate that each TA is serving their designated instructional assignment in the classroom **before** certifying to the Vice President of Faculty Development and Advancement and the Dean of The Graduate School that the TA certification process is complete. TAs serving as the instructor of record (IOR) for an undergraduate-level course need to be qualified to serve in this role prior to the start of the semester, appointed under the correct job code (M9184), and assigned to the course in Student Central. **\*\*Students who do not meet the criteria for certification should not be appointed as a TA, serve as the instructor of record for any undergraduate-level course, or receive access to a Canvas site.**
  - B. TALevels 1-2- Revised to emphasize that TA level types 1 and 2 presume that the graduate teaching assistant is performing instructional duties for undergraduate students ONLY. This involves limited direct contact with undergraduate students. **Under no circumstances, should a graduate TA be allowed to grade, tutor, proctor, lead recitation/discussion sections, etc. for a graduate student.**
  - C. TALevels 3-4- Revised to emphasize that TA level types 3 and 4 presume the graduate teaching assistant is the Instructor of Record (IOR) for an undergraduate course section ONLY. **Normal policy forbids a graduate TA from being the IOR and teaching a graduate course. This includes co-listed sections.** The instructor of record (IOR) policy was also referenced in the university-wide standards for additional clarity.

## **Reminders:**

1. Graduate Policy Committee (GPC) Proposal Submissions:

**Units planning to submit proposals to the Graduate Policy Committee need to establish their intent to file by the end of the third week of the semester in which they plan to file. All submissions or intentions to file notification should be submitted to James Beck ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) in the Graduate School.**

The mission of the Graduate Policy Committee (GPC) is to help units around the university deliver the best possible graduate education. To this end, the GPC conducts graduate-level program reviews as part of the QER process, considers university-wide policy relating to graduate education, reviews departmental requests for GRE/GMAT waivers and reviews applications for new and combined/joint graduate pathway programs. It's important work, and the group takes it very seriously. To do this work well, I need to manage the GPC's time carefully. In order to coordinate units' new proposal submissions and regularly scheduled unit reviews, this policy was established. Having advance notice of all submissions that will come in during any given semester will allow me to properly allocate adequate time for each agenda item. I would also like to point out that you are welcome to submit either your intent or your actual proposal early. In fact, the first few weeks of any semester are the best time for the GPC to be reviewing proposals. Thus, feel free to contact me as soon as possible in order to get scheduled for early fall semester.

## 2. Combined and Joint Graduate Pathways Tracking in Student Central:

Each pathway requires admission and is available only to academically talented students. All programs must code their combined and joint pathway students correctly in Student Central for tracking purposes. I have outlined the technical steps below on how this should be done. Please be sure that the following steps are taken to follow the proper tracking protocol.

### **Combined Pathway Tracking in Student Central:**

As soon as it is identified that a student is seeking a combined pathway, the advising track for Combined Degree should be added in Student Central.

- This should be added to the student's current Undergraduate Program/Plan stack.
- The Academic Dean's office should add a row to the Student Program tab similar to adding a second major or changing a major. The Program Action should be PLNC.
- On the Student Plan tab, a row should be added and the Academic Plan of COMBINEAV should be selected. You must ensure that the plan sequence for this new advising track is not "10".
- Then Save.

### **Joint Graduate Pathway Tracking in Student Central:**

Joint graduate pathways should have two program/plan stacks active simultaneously with the appropriate joint pathway academic plan code for each. For example, if a student is in the MSW/JD joint pathway, he/she will have a graduate career program/plan stack and a law program/plan stack. The graduate career will have the Social Work/Law plan and the law career will have the Law/Social Work plan. There are specific joint plan codes for each program. If a student has recently been admitted to a joint graduate pathway and you need the additional program/plan stack created, please email the request to [RegistrarProcessing@admin.fsu.edu](mailto:RegistrarProcessing@admin.fsu.edu).

Please contact James Beck at ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) if you have any questions about the policy and the Registrar's Office if you require assistance in setting up the program plans in Student Central.

## 3. Graduate Certificate Policy:

It is imperative that units comply with all aspects of the Certificate Policy, especially the requirement that students apply for admission and be accepted as soon as possible (and prior to completing the second course in the program). If a



student is accepted into the certificate program, it is the unit's responsibility thereafter to notify the Registrar's Office immediately. This is important for tracking and reporting purposes for the university and SACSCOC accreditation. For example, units should not be waiting until a graduate student has reached the final semester and applied for graduation to attempt to admit the student into the certificate program.

\*Additionally, units need to follow the program of studies that was approved in the proposal. Please refer to the matrix that was included in the original proposal paperwork which illustrates the specific required and elective courses that can be counted towards the graduate certificate. Keep in mind, that an undergraduate certificate shall not require the completion of graduate courses.

The certificate policy can be found on the [Office of Faculty Development and Advancement's Website](#).

#### 4. Dual Degree and Time Extension Request Forms:

Dual degrees are two degrees earned simultaneously when a graduate student is accepted by both departments/programs and a Dual Enrollment Request Form is approved by the appropriate academic deans and the Dean of the Graduate School. There is no formal relationship between the two-degree program requirements in a dual degree situation.

\*As a reminder, Dual Enrollment and Time Extension Request Forms need to be submitted for review and approval at the proper time. It is not appropriate to wait until the student has reached the final semester and applied for graduation to submit these forms for retroactive approval. For example, it would not be appropriate to wait until Fall 2020 to submit a dual enrollment or time extension request form for review/approval, if the student actually needed it back in Spring 2018. It is imperative that units carefully monitor their graduate students and be sure these forms are submitted at the correct time to ensure proper advisement and avoid any delays in graduation clearance.

#### 5. Continuous Enrollment Policy Reminder for Dissertation Hours:

\*Graduate student continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including Summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Students who are not enrolled at the University for two or more consecutive semesters (or consecutive semester and Summer term), and who are not on approved leave of absence, must apply for readmission before resuming their studies.

#### Dissertation Hours:

- A doctoral student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but has not made a final dissertation submission shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree.
- A doctoral student must be enrolled in a minimum of two hours of dissertation in the semester of graduation.
- Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student's academic dean.
- Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation.

\*For the full policy on continuous enrollment pertaining to student course load requirements and graduate student appointments, please navigate to the [Graduate School's Faculty/Staff Website](#).

All the best,

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The Graduate School  
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