

**Bylaws for the  
CENTER FOR OCEAN-ATMOSPHERIC PREDICTION STUDIES (COAPS)  
at Florida State University**

These are the bylaws for the Center for Ocean-Atmospheric Prediction Studies (COAPS) in the College of Arts and Sciences at Florida State University. These bylaws were last approved on February 4, 2022 by a majority of the applicable voting members of the center and on February 21, 2022 by the College of Arts and Sciences and the Office of Faculty Development and Advancement.

## **I. Bylaws**

**A. Adherence with Other Governing Documents.** At all times, institute/center policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**B. Bylaws Revision.** Approval of the bylaws is by secret ballot and the date of when the majority of faculty last voted to approve the bylaws will appear on the title page. A change to the bylaws cannot be proposed and voted on at the same faculty meeting. A two-thirds majority of the eligible voters (as outlined in II.C.) are required to change the bylaws.

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

## **II. Membership and Voting Rights**

**A. Faculty Membership.** The faculty of the Center for Ocean-Atmospheric Prediction Studies shall consist of those persons holding full-time or part-time appointments at the rank of Director, faculty affiliate, Computer Research Specialist, Assistant in, Associate in, Sr. Research Associate, Research Faculty I, II and III whose lines are assigned to COAPS. Faculty affiliates are tenure-track or tenured faculty that are affiliated with COAPS and whose lines are assigned to an academic department. Affiliation is by mutual agreement between the faculty member and the Director and will be reevaluated on a yearly basis.

**B. Center/Institute Membership.** In addition to the faculty defined in II.A above, the following are members of COAPS: staff, student affiliates, and OPS employees.

**C. Faculty Voting Rights.** The only members of the center with voting privileges on any of the issues in this document are the faculty affiliates and the specialized faculty as defined in II.A above.

**D. Non-faculty Voting Rights.** Non faculty members defined in II.B above do not have voting rights.

### **III. Organization and Governance**

#### **A. Faculty Meetings.**

1. Frequency of Meetings.

Typically, faculty meetings (i.e., COAPS Management Committee meetings) will be held on the first Monday of each month. The place and time are to be announced in advance. Additional faculty meetings may be called by the Director at the Directors' initiative or the written request of two voting program members.

2. Agenda items

One week before each faculty meeting, a call for agenda items will be issued by email to the department. The deadline for agenda items to be received by the Departmental Administrator will be four business days before the meeting.

3. Chair of the meeting.

The Director or his or her designate chairs the faculty meeting.

4. Parliamentary procedure.

The meeting will be governed by Robert's Rules of Order as modified by these bylaws.

5. Franchise.

The franchise extends to all faculty affiliates and to all specialized faculty members whose lines are assigned to COAPS.

6. Public Meeting

Under the State of Florida's Government in the Sunshine Act, faculty meetings are open to the public.

7. Quorum.

A simple majority of the faculty members eligible to vote constitutes a quorum.

8. Voting.

- To be eligible to vote, an eligible voter must be present at the meeting; no proxy votes will be counted.
- Eligible voters on leave cannot vote.
- The person in the Chair votes only in the case of a tie.
- Voting will ordinarily be by voice, but any eligible voter can call for a vote to be retaken by a show of hands.
- A simple majority of the eligible voters present decides a question.

**B. Director Selection.** The Dean of the College of Arts and Sciences appoints the Director to serve at his or her pleasure. In the event of a search, director candidates will be interviewed by the center's voting members and a vote will be taken for the Dean's consideration.

The Director is the chief executive officer of the center. Among his or her duties are:

- Responsibility for meeting the center's administrative obligations.
- Taking the lead in matters that concern the collective welfare of the center.
- Assigning duties to each specialized faculty member whose line is assigned to COAPS via the Assignment of Responsibilities.
- Performing calendar year annual evaluations based on the quality of the work performed by the specialized faculty member. Contributions to teaching, research and service are considered and weighted according to the Assignment of Responsibilities for that faculty member.
- Supervising the department staff (directly or indirectly).
- Performing the calendar year annual evaluations of the staff directly supervised by the Director.
- Recommending salary merit / discretionary increases to the Dean.
- Providing non-tenure-track faculty member whose line is assigned to COAPS a written evaluation of their progress toward promotion.

**C. Leadership and Committees.**

- Director (see III.B)
- Associate Director (serves at the pleasure of the Director in an advisory role; assumes the director's duties when the director is unavailable)
- COAPS Management Committee (members consists of faculty defined in II.A)
- Ad-hoc Search and Evaluation Committees as needed

**D. Faculty Recruitment.** COAPS is an independent unit within the College of Arts and Sciences and the criteria for hiring specialized faculty are independent from any existing department. In the event COAPS recruits a new faculty member, the following procedures will be the norm.

1. An ad-hoc committee will be formed to (in chronological order)
  - Write an advertisement describing the position, including the statement ' Applications will be received until the position is filled, but those applications completed by (date) will be assured of full consideration.'
  - Receive and acknowledge the applications
  - Review the completed applications after the nominal closing date and develop a list of candidates, in consultation with the general faculty as appropriate, on whom reference letters are sought
  - Acknowledge receipt of outside letters directly with the letter writers

- Notify the list of the candidates as to their status
  - Develop a short-list of candidates, with consultation with the general faculty as appropriate, and arrange for them to visit
  - Meet after the candidate visitations are completed to rank, with appropriate consultation with the faculty, the applicants. The ad-hoc committee duties will be considered completed upon reporting of this ranking to the Director.
2. Normally the composition of the ad-hoc committee will consist of a subset of the curricular group most closely associated with the field of the recruitment. The selection of the ad-hoc committee membership will be the duty of the Director, who will also name the Chair of the committee.
  3. Normally, the Chair of the ad-hoc committee will report on the progress of the recruitment at every faculty meeting until the completion of the recruitment
  4. All University Equal Opportunity Procedures will be adhered to by communications by the chair of the ad-hoc committee with the appropriate University representative.
  5. The Director will communicate the results of the search to the College of Arts and Science and will be responsible for working with the College in subsequent negotiations with the candidates. At this stage, all formal contact with the candidates will be the sole responsibility of the Director of COAPS.
  6. Variations on the above procedure can be made at a normally scheduled faculty meeting prior to or during the course of a given search and will be agreed to be in force for a particular recruitment upon a majority vote of the faculty. However, only those components of the search remaining to be completed can be considered for alteration.
  7. Once a selection has been made and negotiations completed, all unsuccessful candidates will be notified that a selection has been made.

#### **E. Unit Reorganization.**

Can be initiated by the Director at the Directors' initiative or the written request of two voting program members. Any reorganization will need to be approved with a minimum of 2/3 of the eligible voting faculty in order to become effective.

#### **IV. Curriculum**

This section is not applicable.

#### **V. Annual Evaluation of Faculty on Performance and Merit**

##### **A. Peer Involvement in Annual Performance and Merit Evaluation.**

Affiliated tenure-track faculty are evaluated in the tenured home department and are not evaluated in any way in COAPS.

Specialized faculty are evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities (AoR). The calendar year annual evaluations are performed by the director after consultation of peers (same rank or above).

Per the FEC Procedures effective January 1, 2013, Faculty Annual Evaluations will occur during the spring semester of each year and will take into account the weighted performance based on the assigned duties (AOR) over the past year. The director and associate director review all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form, and will attach the required annual evaluation narrative, indicating one of the five performance rating categories below.

Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

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

**B. Criteria for Evaluation of Specialized Faculty.** For faculty who are meeting expectations, there are three categories:

**Meets FSU's High Expectations** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and complete assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

**Exceeds FSU's High Expectations** – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

**Substantially Exceeds FSU's High Expectations** – This describes a faculty member who far exceeds performance expectations during the evaluation

period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

**Official Concern** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

**Does not meet FSU's High Expectations** – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating.

## VI. Promotion of Faculty

Tenure-track faculty are not evaluated within COAPS for promotion and/or tenure.

All specialized faculty members who are eligible for promotion will be considered each year. For each eligible candidate, the Director shall consult with the candidate to determine whether she or he desires to proceed to the preparation of a promotion binder. If the faculty member so desires, the Director and the faculty member will prepare a promotion binder.

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

**B. Peer Involvement in Evaluation of Promotion of Faculty.**

A faculty promotion committee, appointed by the director, and comprised of three faculty members who are at or above the rank that the candidate is being considered to be promoted to, will be established as needed. This committee's charge will be to evaluate the promotion binder(s) and provide a

written recommendation on each specialized faculty promotion for inclusion in the promotion binder.

There are currently two types of Specialized faculty lines at COAPS. The first type is the Assistant In Research/Associate In Research/Senior Research Associate promotion track. These positions are generally held by research / technical personnel who are supported by grants obtained by other, or by people doing managerial / administrative work. The second type is the Research Faculty I/Research Faculty II/Research Faculty III (working title of Assistant/Associate /Senior Research Scientist) track. These positions mirror the same hiring requirements as the College of Arts and Sciences' tenure track positions equivalents. The promotion policies outlined below have been developed in close adherence to the policies as outlined in appendix J of the Collective Bargaining Agreement.

### **C. Criteria for Promotion of Specialized Faculty.**

#### **Definitions and Minimum Requirements for Each Position**

##### **Assistant In Research**

Academic masters degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Additional education and experience as required by position.

##### **Associate In Research**

Academic masters degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Associate in Research. Additional education and experience as required by position.

##### **Senior Research Associate**

Master's degree from an accredited institution with demonstrated record of academic research achievement, or professional qualifications in the field of specialization above those which would be equivalent to the highest degree. Must meet university criteria for promotion to the rank of Senior Research Associate. Additional education and experience as required by position.

##### **Research Faculty I (working title of Assistant Research Scientist)**

Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in

refereed and other professional journals. Additional education and experience as required by position.

**Research Faculty II** (working title of Associate Research Scientist)

Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty II. Additional education and experience as required by position.

**Research Faculty III** (working title of Senior Research Scientist)

Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty III. Additional education and experience as required by position.

The criteria for merit are the same as for promotion.

Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

1. Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
2. Promotion to the third rank in each track shall be based on superior performance in the areas of assigned duties.

**All Specialized Faculty promotion decisions shall take into account:**

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment in the supervisor's letter.
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.



***Assistant In Research/Associate In Research/Senior Research Associate promotion shall take into account:***

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Other research related activities such as those listed in the Research Faculty Promotion Criteria below and section J.2(b)(3)g in Appendix J of the Collective Bargaining Agreement.

***Research Faculty I, II, and III promotions shall take into account:***

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

**PROFESSIONAL ACCOMPLISHMENT** (examples and not limited to)

Relevant years of experience

Increased effectiveness in the performance of duties

Demonstrated expertise in the field of specialty

Research accomplishments

Publications and citations in refereed journals and professional publications

Presentations at professional meetings and conferences

Features in professional magazines, newsletters, journal covers and professional websites

External funding

**PROFESSIONAL RECOGNITION** (examples and not limited to)

Increased recognition as an authority in the field of specialization

Invited talks at meetings and universities

Membership and/or positions of responsibility in professional organizations

Reviewer for professional publications and funding agencies

Organization of professional conferences, local seminars and workshops

Professional award and other recognitions

**PROFESSIONAL SERVICE** (examples and not limited to)

Service to university, community and profession

Direction of undergraduate and graduate research

Community and professional service in support of the outreach activities and the research mission

### **LETTERS OF RECOMMENDATION**

The department bylaws adhere to and are consistent with university policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.