Entrepreneurship, Strategy and Information Systems Department  
College of Business  
Florida State University  
Revised and Approved by a Majority of the Department Faculty  
December, 2014  

Departmental Bylaws  

Faculty Membership and Voting Privileges  
The faculty of the Entrepreneurship, Strategy and Information Systems Department shall consist of those persons holding full-time appointment as Specialized Faculty (SF) or Tenured and Tenure track Faculty (TTF) in the department.  
The voting membership of the department is defined as all full-time members of the faculty. Unless specifically stated otherwise herein, committees are comprised of non-administrative faculty members of the department. The Department Chair may serve as an ex-officio (nonvoting) member of all Department committees at the request of the committee. The Chair may cast the deciding vote in the event of a tie vote among committee or department members.  
The faculty may amend these bylaws by a majority vote of the entire department faculty conducted by secret ballot. The proposed amendments shall be submitted to each member of the faculty at least two weeks prior to the meeting at which voting is to occur.  

Jurisdiction  
The faculty shall be the basic legislative body of the department. Subject to the Constitution of the University, the rules of the Board of Trustees, and the policies of the College of Business, the faculty shall determine the bylaws, policies, requirements, curricula, and course offerings for the academic programs within the department.  
The faculty may reflect and deliberate any issue of general interest to the University, College, or Department and make recommendations to the appropriate officer or body. The faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website (http://provost.fsu.edu.sacs).  

Department Meeting
The faculty shall meet at least once in each of the fall and spring semester terms at the call of the Department Chairperson. The purpose of these meetings is for the Department Chairperson to inform the faculty of the status of the department’s affairs and for the faculty to request information from the Department Chairperson and inform the Department Chairperson of important issues or concerns. The Department Chairperson, or his or her designee, shall be the presiding officer of this meeting.

Special sessions may be held at the call of the Department Chair or at the written request of at least four members of the faculty. At the request of any voting member, Robert’s Rules of Order shall be invoked.

One-half plus one of the voting members shall constitute a quorum at any regular or special meeting.

Unless specifically stated herein, decisions shall be made by a majority vote of the faculty conducted by voice vote, letter ballot, or e-mail ballot.

**Department Organization and Committees**

The department is organized into three curricular groups:

1. Entrepreneurship (ENT),
2. Strategy (STR) and

The Department Chairperson is the chief administrative officer in the Entrepreneurship, Strategy and Information Systems department. The Department Chairperson is appointed by the Dean in consultation with the department faculty and serves at the Dean’s pleasure. However, the departmental norm is that the Department Chairperson serves 3-year terms. Renewal is not automatic. Faculty may initiate a vote of no confidence in the Department Chairperson if one-half plus one of the faculty certifies that such a vote is called for. The Department Chair is evaluated by the Dean of the College of Business for purposes of annual evaluation.

The Chair will consult with the proper committees on such matters as appointments, selection of new faculty, promotion and tenure recommendations, salary adjustments, curriculum, and general questions concerning allocation of departmental resources.

Department Chairperson responsibilities include:

a) Scheduling classes
b) Evaluating faculty (including merit pay increases when available)
c) Budgeting
d) Staffing departmental committees
e) Outreach and development (fund-raising)
f) Student relations (including student complaints)
g) Managing departmental staff
h) Managing re-accreditation efforts
i) Other ad hoc duties necessary to maintain the department’s operations

The following standing committees shall be established and empowered. Each of the committees shall meet at least once during the academic year and decisions of these committees are the responsibility of faculty members.

**Entrepreneurship and Strategy Program Curriculum Committees:** Separate committees will be used for undergraduate, masters, and doctoral levels. These committees consist of all faculty having assignments within the program at each level. A committee chair shall be selected by majority vote of the committee membership.

These committees are responsible for the review and oversight of their particular undergraduate, masters, or doctoral program curricula and policies. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of requirements for majors, degree programs and certificate programs. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the department.

**Information Systems Program Curriculum Committee:** This committee consists of all faculty having assignments within the Information Systems area. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate Information Systems (IS) curricula. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of course requirements. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the department.

**Promotion & Tenure Committee (TTF):** This committee (P&T-TTF) consists of all tenured faculty in the department, excluding those under consideration for promotion or tenure, and including those with significant administrative appointments, except the Department Chair or Dean (if applicable), as the Department Chair and Dean have separate votes within this process. The chair of the Evaluation and Merit Committee (EM-TTF below) will serve as the chair of the Promotion and Tenure Committee and as the departmental representative on the College of Business Promotion and Tenure Committee. The P&T-TTF committee deliberates and votes on tenured or tenure-track faculty candidates for promotion, tenure, and 2nd and 4th year reviews.
Evaluation and Merit Committee (Tenure Track): This committee (EM-TTF) consists of three tenured faculty members, with at least one each from the Entrepreneurship/Strategy and Information Systems areas. The tenured and tenure-track faculty elect members of the EM-TTF committee. The chairperson of the committee is the faculty member receiving the most votes. The chairperson also chairs the Department Promotion and Tenure Committee and serves on the College Promotion and Tenure committee automatically.

The Evaluation and Merit committee is responsible for conducting annual peer evaluations, peer teaching evaluations, sustained performance reviews and providing merit recommendations of the department tenured and tenure-track faculty each year. Peer teaching evaluations are provided according to university policy and/or by the request of a faculty member. Committee members must abstain from their own final merit determination. These evaluations result in an evaluative but developmental letter to the tenured and tenure-track faculty members not at full rank and to the Department Chairperson, and they are independent of the Department Chairperson’s own annual evaluations. Faculty members may request verbal clarification of their evaluation from the EM-TTF committee if they so wish. These letters must include the recommended overall merit evaluation for the faculty member for the year. A summary of the TTF faculty member ratings, weighted score, and overall merit evaluation must be provided to each TTF faculty member and an anonymous summary of all of the TTF faculty merit evaluations will be provided to the department faculty.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, the College, the Department and the UFF-FSU Collective Bargaining Agreement.

Tenured and tenure-track merit will be determined in accordance with University policy and College guidelines. Additional department guidelines are outlined in the Appendix.

During the review period in the spring of a tenure track faculty member’s 2nd and 4th years toward tenure, the EM-TTF will conduct a more complete review of the candidate and make a recommendation on retention to the Department Chair in the form of an evaluative letter. This assessment will be based on prior annual reviews, a current vita, and any additional information the candidate wishes to submit. The cumulative information will be provided to the P&T-TTF Committee for their vote. This vote will be the primary basis of the EM-TTF committee’s retention recommendation to the Department Chair. The EM-TTF will further deliberate over the candidate’s cumulative information only when the vote of the P&T-TTF committee is tied. The Chair then recommends continued faculty retention or non-renewal to the Dean in a written letter.
Promotion, Evaluation, and Merit Committee (Specialized Faculty): This committee (PEM-SF) consists of three full-time specialized faculty members, with one from each of the curricular areas (if possible). Members are elected by the specialized faculty. The chairperson of the committee is the faculty member receiving the most votes. The PEM-SF committee reviews, evaluates, and votes on promotion candidates of departmental specialized faculty. The committee vote is passed on to the Department Chair as their recommendation on the promotion of specialized faculty.

The PEM-SF committee is also responsible for conducting annual peer evaluations, peer teaching evaluations, sustained performance reviews and providing merit recommendations of the department non tenure-track faculty each year. Peer teaching evaluations are provided according to university policy and/or by the request of a faculty member. Committee members must abstain from their own final merit determination. These evaluations result in an evaluative but developmental letter to the specialized faculty members not at full rank and to the Department Chairperson, and they are independent of the Department Chairperson’s own annual evaluations. These letters must include the recommended overall merit evaluation for the faculty member for the year. A summary of the SF faculty member ratings, weighted score, and overall merit evaluation must be provided to each SF faculty member and an anonymous summary of all of the SF faculty merit evaluations will be provided to the department faculty.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, the College, the department and the UFF-FSU Collective Bargaining Agreement.

Merit for specialized faculty will be determined in accordance with University policy and College guidelines. Additional Department guidelines are outlined in the Appendix.

Ad Hoc Committees: Additional committees can be formed by the Department Chairperson as needed.

Summer Teaching

Summer teaching assignments will be based on (1) the summer teaching budget allocated to the department; (2) the course needs to facilitate the department's programs and accommodate student demand; and (3) faculty availability. Before making summer teaching assignments, the department Chair will consult with each faculty member about his or her desire to teach and their expectations regarding their other summer appointments (e.g., internally- or externally-funded teaching, research or service appointments).

Every effort will be made to give summer teaching assignments to those desiring to
teach. Doctoral students who have completed their first academic year in residence will be expected to carry a summer teaching load, unless a teaching or research assistantship is deemed to be in the best interest of the student and/or the program.

Priority for summer teaching assignments will be given first to faculty who have not taught in the summer in recent years (but were otherwise eligible); second to non-tenure track faculty; and third to those who do not have other internally-funded summer financial support (e.g., COFRS grants, Panama City courses, International Programs, or other internal service or research assignments). Priority within the third category will be made relative to the level of internal funding received—those with less funding receive higher priority.

Faculty who have developed, or more recently redeveloped, an online undergraduate or graduate program course will be offered the first option to teach the course if it is required to be offered during the summer.
Appendix: ESIS Department Merit Evaluation Process

The departmental faculty evaluation committees (EM-TTF and PEM-SF) would oversee this process, but all faculty would participate in the evaluation process. Their respective faculty would evaluate the Specialized Faculty (SF) and Tenured and Tenure-earning Faculty (TTF) separately. Based on each faculty member’s annual performance document, each faculty member will rate the performance of every other faculty member in his or her respective faculty group (SF or TTF). The following scale will be used by the faculty to assess the quantity and quality of contributions in each of four areas: Research, Teaching, Service, and Administration. Faculty will only be rated in areas where they have assigned duties and responsibilities for the year.

5 = Substantially Exceeds FSU’s High Expectations
4 = Exceeds FSU’s High Expectations
3 = Meets FSU’s High Expectations
2 = Official Concern
1 = Does not meet FSU’s High Expectations

The modal score for each category will be multiplied by the average weight from the faculty member’s Assignment of Responsibilities for the year, yielding a weighted performance evaluation score for each faculty member for the year. The Faculty Evaluation Committees will use the weighted score to assign each faculty member to one of the five categories listed above for the year. This assessment will serve as input to the Chair in making their determination of the faculty member’s performance for the year. Faculty who receive an overall evaluation score below a 3.0 for the year will not be eligible for merit raise consideration. (This is required by the Collective Bargaining Agreement.)

Example of Weighted Performance Evaluation Score

<table>
<thead>
<tr>
<th>Area</th>
<th>Score</th>
<th>Weight</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>4</td>
<td>.4</td>
<td>1.6</td>
</tr>
<tr>
<td>Teaching</td>
<td>5</td>
<td>.5</td>
<td>2.5</td>
</tr>
<tr>
<td>Service</td>
<td>4</td>
<td>.1</td>
<td>0.4</td>
</tr>
<tr>
<td>Admin</td>
<td>0.0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Weighted = 4.5

The Faculty Evaluation Committees will use each faculty member’s last three year weighted performance evaluation averages (where available) in making merit pay classification determinations. The committees will assign each faculty member to category 3, 4, or 5 for the purposes of merit pay allocation. This will then serve as input to the Department Chair in assigning merit increases according to the following guidelines.
Where $X$ is equal to a fixed dollar amount. The merit raise dollar amounts would be as follows:

Category 3 = $X$
Category 4 = $2X$
Category 5 = $4X$