

## By-Laws

### International Affairs Program

#### College of Social Sciences and Public Policy

These are the bylaws for the International Affairs Program (IA hereafter) in the College of Social Sciences and Public Policy at Florida State University. These bylaws were last approved on **October 23, 2025**, by a majority of the applicable voting members of the program and on **December 12, 2025** by the College and the Office of Faculty Development and Advancement.

#### ***I. Bylaws***

**A. Adherence with Other Governing Documents.** At all times, the program's policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT- UFF Collective Bargaining Agreement (if applicable to the college), 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.** Any faculty member of the program may propose an amendment to the Bylaws. A proposed amendment must be made available to the voting membership at least two weeks prior to a faculty meeting. To be adopted, a proposed amendment must receive an affirmative vote by a majority of the voting members present and voting. All voting on proposed amendments must be conducted by secret ballot.

**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 IA Program shall consist of those persons holding full-time and part-time appointments at the rank of teaching faculty, instructional specialist, or tenure-track faculty and in the case of the Republic of Panama campus at the rank of instructor, assistant professor in, associate professor in, and professor in.

**B. Program Membership.** In addition to the faculty defined in II.A above, the following are members of the IA Program: adjunct faculty, affiliated faculty, and staff.

**C. Faculty Voting Rights.** Voting rights are limited to full-time IA faculty. A simple majority of those present in the faculty meeting carries a motion. Motions will be decided by a majority vote.

- D. Non-faculty Voting Rights.** Non-faculty members do not have voting rights.
- E. Affiliated faculty.** Affiliated faculty members who have expressed a desire to be officially affiliated with the program and teach our students on a regular basis and hold a professional ranking with the University. Professional ranking includes all faculty classes within the University employment classifications.

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

**A. Faculty Meetings.** Faculty meetings shall be held at least once each semester during the nine-month academic year. Meetings may be called by the Director or by on written request of at least two faculty members. The director will submit the agenda when notice of the meeting is sent to the faculty.

**B. Program Director Selection.** The Dean of the College of Social Sciences and Public Policy appoints the Director. Procedures for the selection of the Director are determined by the Dean of the College of Social Sciences and Public Policy. The Director shall serve at the pleasure of the Dean of the College of Social Sciences and Public Policy.

#### **C. Department Leadership and Committees.**

1. Director main campus: The Director serves as the administrative officer of the programs, with advice and consultation from the Faculty Committee.
  - The Director establishes ad hoc committees for the conduct of program affairs as needed.
  - The Director coordinates and oversees record-keeping, communications, functioning of office staff, publicity, and budgets.
  - The Director evaluates faculty on an annual basis and advises on progress toward promotion to the next rank.
  - The Director is responsible for the recruitment, admission, academic progress, and graduation of students in the programs.
  - The Director balances the responsibilities of faculty to meet program needs.
  - The Director serves as a non-voting member of all program committees.
  - The Director presides over all Faculty Committee meetings.
  - The Director serves as a member of the Executive Committee of the College of Social Sciences.
  - The Director approves faculty advancement opportunities and professional development leave based on program priorities and in compliance the office of faculty development and advancement.

2. Director Republic of Panama campus: The Rector at the Republic of Panama campus appoints the Program Director in consultation with a representative from the IA Program from the main campus. The Program Director serves as the administrative officer of the program.
  - The Director coordinates all academic matters related to the program in collaboration with the Academic Vice Rector at the Republic of Panama Campus and the Program Director at the main campus.
  - The Director coordinates the efforts to promote the program.
  - The Director provides guidance and advises students in the program.
  
3. Graduate Director: The Graduate Director is appointed by the Director. The Graduate Director assists the Director in administering the programs.
  - The Graduate Director will assist the Program Director with the recruitment of graduate students.
  - The Graduate Director is responsible for advising, academic progress, and graduation of students in the programs.
  - The Graduate Director is a member ex officio of the Faculty Committee.
  - The program deems the term of the Graduate Director to be three years, but Graduate Director may serve additional consecutive terms.
  
4. Undergraduate Director: The Undergraduate Director is appointed by the Director. The Undergraduate Director assists the Director in administering the programs.
  - The Undergraduate Director serves as an advisor and oversees the undergraduate honors in the major program.
  - The Undergraduate Director is a member ex officio of the Faculty Committee.
  - The program deems the term of the Undergraduate Director to be three years, but Undergraduate Director may serve additional consecutive terms.
  
5. Faculty Committee:
  - The Faculty Committee consists of at least two faculty members from the main campus and one faculty member from Panama for input on promotion and curriculum issues and named by the Director for three years. In the case of promotion the committee must consist of faculty of higher ranking than the faculty member being considered for promotion.
  - It meets at least once a year in Spring semester.
  - It approves curriculum changes and evaluates candidates for promotion.

- A simple majority of those present carries a motion. Motions will be decided by a majority vote.

6. Advisory Committee:

- The Advisory Committee is composed of faculty from participating departments who will assist the IA programs with strategic direction and maintain relations with participating departments and colleges.
- The members of the Advisory Committee are selected by the Director in consultation with the Dean of the College of Social Sciences and Public Policy and with the chairs of the participating departments.
- At least one member of the Committee will be chosen from each of the area studies programs.
- The Director, the Graduate Director, the Undergraduate Director, and the Dean of the College of Social Sciences and Public Policy serve on the Committee ex-officio.
- A meeting of the Advisory Committee is held at least once year. Meetings may be called by the Director or by a majority of members.

**D. Faculty Senators.** Refer to the college bylaws.

**E. Faculty Recruitment.** Faculty members of the program are selected through the joint consultation of the Director and existing Program Faculty. The program faculty seeks to build balance in perspective and expertise. To that end, any recruitment of new faculty members will be carried out and will balance these priorities. See Addendum A.

**F. Unit Reorganization.** The program faculty will be involved and decide on unit reorganization in faculty meetings as described above in III.A., in consultation with the Dean of College of Social Sciences and Public Policy.

**IV. Curriculum**

The Faculty Committee shall undertake periodic reviews of the undergraduate and graduate curriculum to ensure balanced and effective programs and shall recommend to the Director changes in course offerings, in requirements for major and minors, in academic advisement procedures and in other procedures related to the programs' curriculum.

- The faculty committee will approve new courses when necessary.

- The Director, in consultation with staff, will conduct periodic reviews of the approved course lists.

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

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

- Exceeds Expectations
- Meets Expectations
- Official Concern
- Does Not Meet Expectations

Peer involvement will include yearly teaching observations conducted by faculty colleagues. The results of these observations will be documented and submitted as part of the faculty member's annual evaluation packet. These peer evaluations are intended to provide constructive feedback on instructional effectiveness and to contribute to the overall assessment of teaching performance within the program.

**B. Criteria for Evaluation of Tenure-track Faculty.** The IA Program currently does not have tenure-track faculty.

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

The annual evaluation of specialized faculty is performed each spring and depends on the faculty appointment:

1. Specialized faculty who are jointly appointed by a department and the program are reviewed by the department with input from the Director.
2. Faculty in the Republic of Panama are evaluated by their Faculty Evaluation Committee as stipulated in the Faculty Handbook.
3. Program specialized faculty are reviewed annually by the program director. The director evaluates each faculty member's teaching and service and provides a score from 1 (Does Not Meet Expectations) to 4 (Exceeds Expectations) for each dimension. The program bases merit salary decisions on the average of the current and previous year's annual evaluations. Each faculty member's performance will be evaluated relative to his or her assigned duties. No restrictions exist as to how many faculty members can be placed in any category.

Each faculty member's performance will be rated annually using the following university rating scale:

- Exceeds Expectations - This describes a faculty member whose accomplishments during the evaluation period exceed performance expectations according to her/his assignment of responsibilities. These accomplishments may include the following: highly effective teaching; and highly engaged and effective service to the department, college, university, discipline, or community.
- Meets Expectations - This describes a faculty member whose accomplishments during the evaluation period meet performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: effective teaching; active participation in professional associations; and service to the department, college, university, discipline, or community.
- Official Concern - This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.
- Does Not Meet Expectations - This describes a faculty member who fails to meet expectations during the evaluation period according to his/her assignment of responsibilities.

### **1) Teaching.**

Teaching performance will be evaluated based on the following evidence: yearly teaching observation by a member of the faculty, courses taught during the previous year, standardized student evaluations, syllabi for all regular classroom courses during the evaluation period, membership on student committees (e.g., undergraduate Honors Theses), and mentoring graduate and undergraduate student in their research (DIS).

### **2) Scholarship/Research.**

Unless research is explicitly denoted as part of their assigned duties, specialized faculty members are not evaluated on research performance

### **3) Service.**

Faculty's service can be service activities to the program, the college, the university and the profession. For example, the program's service assignments can be participation in committee work, recruitment, developing instructional materials for the program, and the like. The professional service activity includes but is not limited to holding office in a professional association, participating in professional meeting, preparing a report for a governmental agency, public speaking, and service on the editorial review of an academic publication.

#### **4) Administration**

When assigned administrative duties, specialized faculty members' administrative performance will be evaluated based on a report of their administrative performance within the department, college, or university.

#### **VI. Promotion and Tenure**

##### **A. Progress Toward Promotion Letter.**

Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. The letter will be submitted by the supervisor of the teaching faculty, based on his/her appointment.

##### **B. Third Year Review for Tenure-track Faculty**

The IA Program currently does not have tenure-track faculty.

##### **B. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.**

Specialized Faculty qualify for promotion to the next higher rank based on satisfying the minimum College and University requirements for that rank and on demonstrated performance above the minimum satisfactory level in her/his areas of assigned duties during at least three years preceding the promotion. The faculty committee and the program director will evaluate the specialized faculty on the basis of classroom teaching and instruction outside the classroom. Student evaluations and faculty visitation are an integral part of assessing classroom teaching merit. Each faculty member shall be offered the opportunity to present to the faculty committee any other evidence indicating the quality of his or her instruction, such as preparation of special teaching materials, successful teaching techniques, supervision of theses, honors, and awards. Candidates are expected to be active in Program, College, and/or University committees, student mentoring and the like.

##### **D. Criteria for Promotion and Tenure of Tenure-track Faculty**

The IA Program currently does not have tenure-track faculty.

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

Promotion for Specialized Faculty Members is based on the Collective Bargaining Agreement, Florida State University's Faculty Handbook, and FSU's minimum requirements for Specialized Faculty promotion and policies for Specialized Faculty

promotion. Republic of Panama campus has its own promotion process in accordance with Panamanian law as stipulated in the Faculty Handbook. Full Promotion Criteria and Process is included here as Addendum B.

## **Addendum A**

### **FACULTY RECRUITMENT AND HIRING PROCESS**

#### **International Affairs Program**

**October 23, 2025**

The addition of full-time faculty into International Affairs Program will be assessed by the Director and in cooperation with faculty. Faculty members will have specific positions and qualities that support the program. Therefore, recruitment of faculty members will be an effort to balance the expertise and perspectives of the faculty as a whole. The process for recruiting and hiring a new faculty member will be managed through a committee of current faculty and welcome involvement from the advisory committee. The recruitment and hiring process listed below applies to the programs on the main campus. The Republic of Panama campus has its own hiring process, as stipulated in faculty handbook.

#### **Job Ad Development**

After receiving permission from the Dean of Social Sciences and Public Policy to hire, the Director will develop a job advertisement that is ultimately reviewed and approved by the voting faculty. This advertisement should represent the needs for the position in a way that would be encouraging of a strong pool of potential applicants. It should communicate the program's culture and aspirations as articulated in the Strategic Plan.

The faculty recognizes that development of the advertisement language is critical to attracting a highly qualified pool of applicants.

#### **Outreach**

The program uses the following outreach strategies to develop a strong pool of qualified applicants for any open faculty position.

1. Advertising in traditional venues including the Chronicle of Higher Education website, Inside Higher Education website, and the International Studies Association website.
2. Advertising in more targeted venues.

3. Direct personal outreach by faculty to contacts at other programs that offer the PhD degree. These contacts are made to encourage advertising at targeted institutions and to solicit names of individuals who might be potential applicants.
4. Direct outreach by faculty to any individuals whose names surface through personal contacts (generated by any of the above means) as possible candidates for the position. Faculty make follow-up outreach as necessary. This outreach includes both email and telephone contact.
5. Identification of possible candidates through review of the conference presentation program for the ISA conference. Faculty can then observe the candidate's presentation and meet with the potential candidate.

### **Development of Medium and Short List**

The program will convene a faculty search committee. The program search committee selects candidates for on-campus interviews in a two-stage process. First, the faculty or search committee conducts an initial screening to identify a set of candidates for virtual interviews with the members of the search committee and any other interested faculty. The initial screening involves individual assessment by each faculty member and a collective discussion of the entire candidate pool. The faculty or search committee applies the criteria voiced in the job ad to select a strong pool of highly qualified applicants. The search committee conducts virtual interviews using a set of consistent questions applied to all interviewees, plus any additional questions needed to clarify the candidate's record or other aspects of their application.

All search committee members are assigned specific questions and fully participate in the interviews. The committee works to make the candidate feel comfortable and welcome. Candidates are provided opportunities to ask questions of search committee members. The initial screening process ends with presentation by the search committee of a recommended short list of interview candidates for faculty consideration and vote. The faculty follows the same process described above to identify a set of candidates for the in-person interviews.

### **Interviews**

The program follows a standard interviewing process which is adapted based on the particular candidate being interviewed. The faculty aim to create an encouraging and transparent experience for the candidate and provide opportunities for the candidate to interview the department and raise any issues/concerns they feel need to be addressed.

At the end of the process, the faculty discusses all interviewees, assesses their ability to be hired, and ranks the hireable candidates. This list may be shared with the Advisory Committee and interviews with the committee may be desired to obtain an objective, outside impression. The finalized candidates will be reviewed by the Dean of Social Sciences and Public Policy and then the Director will reach out to the hireable candidates in rank order.

The Director and candidate typically discuss traditional hiring topics such as salary. The Dean of the College of Social Sciences and Public Policy ultimately reviews and approves the offer provided to the candidate. If the candidate accepts the offer, the search is closed. If she/he declines the offer, the next ranked hireable candidate is approached, and this recruitment process repeats. If all ranked hireable candidates decline their offers, the faculty may, with the Dean of Social Sciences and Public Policy's approval, identify additional candidates from the applicant pool for the position, advertise the position again, or terminate the search process.

## **Addendum B**

### **PROMOTION CRITERIA & PROCESS FOR SPECIALIZED TEACHING FACULTY**

#### **International Affairs Program**

**October 23, 2025**

This appendix outlines the expectations set for promotion in the International Affairs Program. Please note that the Program's promotion procedures and criteria are guided and governed by the standards articulated in the FSU Faculty Handbook, the Collective Bargaining Agreement, and guidance provided in an annual memo produced by the Office of the Vice President of Faculty Development and Advancement. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Promotion decisions shall consider annual evaluations, annual assignments, and fulfillment of the department written promotion criteria, as stated below, in relation to the assignment. The period of time in a given rank reflects demonstrated merit, not years of service. Promotion is possible where there is sufficient justification.

The following criteria will be considered when recommending a specialized teaching faculty member for promotion. These criteria are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the faculty member's position. These criteria are stated below for Teaching Faculty:

#### **Promotion Criteria:**

- Evidence of an ability to teach courses in IA and/or the related majors.
- Evidence of well-planned and delivered courses.
- Evidence of teaching effectiveness, these include:
  - a. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI) questionnaires.
  - b. Two letters from faculty members who have conducted peer evaluations of the candidate's teaching.

- Evidence of commitment to students beyond the classroom (e.g. advising, serving on student committees, supervising student research, supervising student organizations, study abroad)
- Evidence of commitment to professional development (e.g. attends workshops, participation in peer group activities, mentorship, conference attendance, independent research).
- Evidence of service at all levels (unit, college, and university), and other teaching-related activities.

**Promotion Binder:**

Promotion binders for all Specialized Faculty shall include:

1. Updated vita /FEAS vita
2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI) questionnaires.
3. Two letters from faculty members who have conducted peer evaluations of the candidate's teaching.
4. Annual evaluations letters
5. Program director/supervisor's annual letter of appraisal toward promotion
6. Teaching statement

**Eligibility Criteria:**

The promotional ladder is Teaching Faculty I, Teaching Faculty II, and then Teaching Faculty III and instructional specialist I, instructional specialist II, and instructional specialist III. In all cases, IA Program will adhere to Florida State University policy. A copy of the criteria must be on file in the Office of the Vice President of Faculty Development and Advancement.

**Ranks:**

- Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
- Promotion to the second rank in each track shall be based on recognition of sustained demonstrated effectiveness in the areas of assigned duties.
- Promotion to the third ranking shall be based on recognition of superior performance in the areas of assigned duties.

### **Promotion Process (Main Campus):**

1. Departments and Programs will accept recommendations for promotion every year in February. The recommendation originates with the specialized faculty member's immediate supervisor and is then submitted to the appropriate officials for review, as discussed below.
2. The supervisor may not withhold a specialized faculty member's materials from review should the specialized faculty member wish to be considered.
3. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, is 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.
4. All specialized faculty members are informed of their prospective candidacy by their supervisor. If they wish to proceed, the specialized faculty member has the opportunity to prepare their binder prior to review. The specialized faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the faculty committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.
5. At the unit level, the Faculty Committee reviews the binders of prospective candidates and recommends action on the nomination of each candidate by secret vote and prepares a report of the committee's recommendations. The Program Director independently reviews the binders of all prospective specialized faculty promotion candidates and recommends action on the nomination of each candidate by submitting to the Dean of the College of Social Sciences and Public Policy a report of the promotion committee recommendations and the Director's recommendations on all submitted binders
6. The College level Promotion Committee reviews the binders of prospective candidates, recommends action on the nomination of each candidate by secret vote, and prepares a report of the committee's recommendations. The specialized faculty promotion committee report is then submitted to the Dean of the College of Social Sciences and Public Policy.
7. The Dean of the College of Social Sciences and Public Policy considers these recommendations, independently reviews the binders, and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.

8. Prospective specialized faculty candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw his or her file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, he or she must notify in writing, through the chair and dean, the Office of the Vice President for Faculty Development and Advancement.

9. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.

10. The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards his or her recommendation to the President for a final decision.

**Promotion Process (Republic of Panama):** The expectations set for promotion in the Republic of Panama campus were adopted from the faculty handbook.

1. The promotional reviews are conducted in the spring of the year in which the review must take place as defined above. Promotional reviews must be completed before May 1st of that year.

2. The period of time in a given rank is normally six years. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service.

3. The review for advancement is more comprehensive than the annual performance evaluation and takes into account the faculty member's body of work since the last comprehensive promotional review.

4. Faculty members will prepare a portfolio of their work for the promotion review, as stipulated in the faculty handbook. The faculty member is also invited to submit a list of names of people who they believe could provide further insight into the aforementioned activities. The university will then solicit letters from some members of this list as well as others that are deemed appropriate. The list of names solicited as well as the responses shall remain confidential. Faculty may also wish to invite the Rector, Vice Rector and members of the Faculty Evaluation Committee to one of their classes so that they may witness their teaching expertise firsthand, but this is not a requirement.

5. The Faculty Evaluation Committee reviews the portfolio and will provide its recommendation to the Vice Rector and Rector, with final authority vested with the Rector. If the decision of the Rector is not to approve promotion, the faculty member may appeal the decision to the Board of Directors or their designee.

6. The Board of Directors or their designee gives final approval to the Rector's decision to award promotion. No promotion is formalized until the Board of Directors or their designee has given their assent.