

Bylaws for the Interdisciplinary Social Science Program

These are the bylaws for the Interdisciplinary Social Science (ISS) Program in the College of Social Sciences and Public Policy at Florida State University. These bylaws were last approved on April 25, 2022 by a majority of the applicable voting members of the program and on April 27, 2022 by the College and the Office of Faculty Development and Advancement.

Preamble

The Interdisciplinary Social Science program is established to promote an interdisciplinary orientation to the social sciences. Whereas the ISS program possesses its own faculty, this program is organized to utilize the courses and disciplinary departments of the College of Social Sciences and Public Policy along with interdisciplinary coursework within our program to meet its students' desires, interests, and requirements for completion. This document will reflect the resources, processes, and operations envisioned and enacted for the purposes of meeting the needs of students and faculty to that end.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, program 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. All amendments to the bylaws shall be submitted for faculty consideration by the Director. Circulation will be provided by email. Faculty members shall forward any recommended changes to all faculty for consideration. To be effective all amendments must be approved by two-thirds of the voting faculty. All provisions of these bylaws, and any subsequent amendments, are null and void and of no effect if contravened by State Statutes, the Florida Board of Governors, or College and University policies.

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 ISS Program shall consist of those persons holding full-time appointments at any rank who are involved in full-time teaching within the program. Faculty are responsible for teaching and student advising. Faculty are also encouraged to participate in program development activities, student committees, and other teaching and student-oriented priorities.

B. Program Membership. In addition to the faculty defined in II.A. above, the following are members of the ISS Program: adjunct faculty, program staff, and all students enrolled in the undergraduate major of Interdisciplinary Social Science.

C. Faculty Voting Rights. All full-time faculty members of the program have voting privileges about decisions on advising issues, curriculum changes, faculty evaluation criteria, and other decisions relevant to teaching, advising, student development, and professional development.

The ISS faculty members will act in a manner consistent with the tenets of interdisciplinary values. We will practice a collaborative and integrative form of program decision-making to the fullest extent possible.

D. Non-faculty Voting Rights. Only voting faculty defined in II.C. shall have voting rights in the program.

III. Program Organization and Governance

A. Faculty Meetings. Faculty meetings may be called through the request of any faculty member. Requests for faculty meetings will be presented to the Director at any time. Requests may be accepted, or other solutions may be taken to satisfy the purpose of the requested meeting. The convening of faculty meetings is at the Director's discretion.

B. Program Director Selection. The ISS Program Director is appointed by the Dean of the College of Social Sciences and Public Policy.

C. Program Leadership and Committees.

1. Program Leadership

Leadership of the ISS program is defined by the titles and responsibilities of the Director and Assistant Director. The Director is appointed by the Dean of the College of Social Sciences and Public Policy.

The Assistant Director is a rotating voluntary 3-year position. The position of Assistant Director of the Interdisciplinary Social Science program is a three-year post for eligible faculty members interested in administrative service. Every three years, beginning in the fall semester of 2022, eligible faculty members should express interest in the post in writing to the program director. The position eligibility standard and description are below.

The Assistant Director Responsibilities are incorporated into the Assignment of Responsibilities as a course release.

Eligibility

- -Earned rank of Associate Teaching Professor (Teaching Faculty II)
- -Experience teaching all required classes
- -Experience in Faculty Advising

The ISS Program Leadership is responsible for the following duties. The distribution of responsibility lies in the discretion of the Program Director:

- setting the general direction and priorities of the program and its responsibilities to students and the greater College and University
- Recruiting activities and promoting the program profile
- Seeking and supporting faculty advancement and opportunities for creative interdisciplinary work.
- overseeing operations and the administrative responsibilities linked to program management, reporting, and budget
- evaluating faculty on an annual basis and advisement of progress toward promotion to the next rank
- balancing the responsibilities of faculty members to meet program needs
- distributing teaching responsibilities of classes among full-time faculty as appropriate and necessary for serving student needs and in consideration of faculty specializations and petitions for teaching and other activities.
- Hiring and distributing the work of teaching assistants.
- scheduling regular and extraordinary faculty meetings. The dates of regular meetings should be determined by the first week of a new semester. Proposing and distributing the agenda of each faculty meeting shall be proposed and distributed to all faculty at least two days prior to the meeting.

The determination of course schedules is the responsibility of ISS leadership in consultation with the respective faculty.

2. Advisory Board

The ISS program will periodically convene an Advisory Board made up of disciplinary faculty within the COSSPP. The advisory board's function is to provide perspectives on the general direction of the program and input on major advancements such as the selection of faculty candidates.

D. Faculty Senators. *The program does not elect faculty senators. Therefore, this section is not applicable.*

E. Faculty Recruitment.

The ISS faculty body seeks to build balance in perspective and expertise. To that end, any recruitment of new faculty members will be carried out will prioritize a balance of these priorities. See Appendix 2 for a discussion of the faculty recruitment process.

F. Unit Reorganization.

The voting faculty in the program will be provided with opportunities to provide feedback on any proposal for unit reorganization. For these bylaws, Unit

Reorganization refers to an alteration or modification to the structure, arrangement, or organization of a recognized administrative or organizational entity of the University.

IV. Curriculum

ISS curriculum is described as coursework with an ISS prefix and taught by ISS faculty (full time, adjunct, or invited). The ISS coursework will be designed to meet the objectives of ISS students, consistent with the established mission and teaching objectives of the program.

All full-time ISS faculty will have voting privileges related to advising issues, curriculum changes, faculty evaluation criteria, and other decisions relevant to teaching, advising, student development, and professional development.

The decision-making process will involve intentional deliberation among all full-time faculty and leadership during scheduled faculty meetings with advanced notice to review program topics.

Faculty in charge of topics under review will submit written guidance one week in advance of meeting to assist in decision-making. All full-time faculty will review written guidance on topics prior to meeting. Collective leadership will be sought with regard to curriculum development and approval, evaluation of proposals for professional development leave, and management of student organizations and activities.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation.

Each faculty member will be responsible for peer evaluation through annual teaching observations. Peer observations will be assigned by the Director, and must follow the standardized teaching observation format. Each faculty member will have an opportunity to review the observations made by peers, and respond to observations in writing.

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

For information about the department's guidelines for faculty assignments see Appendix 6 of these Bylaws.

Merit Salary Procedures for Full-Time Faculty

The procedures for initiating development or revision of merit criteria and related evaluative procedures, adopting such criteria and procedures, and determining the effective date of same shall be in conformance with the applicable provisions of the BOT/UFF Collective Bargaining Agreement.

The ISS Faculty will establish specific criteria as a collaborative process. Any revisions to this process will be proposed to the ISS faculty and adapted according to the provisions of the BOT/UFF Collective Bargaining Agreement.

B. Criteria for Evaluation of Tenure-track Faculty. *The program does not have tenure-track faculty. Therefore, this section is not applicable.*

C. Criteria for Evaluation of Specialized Faculty.

The specialized faculty performance shall be reviewed and evaluated each spring by the program leadership. See the FSU Faculty Handbook for more information. (<https://facultyhandbook.fsu.edu/>)

ISS full-time faculty will submit a performance packet outlining the description, development, and outcome of major duties and responsibilities as described by their AOR on a yearly basis for review by program leadership. Items in the packet include an activity report for the previous year; course descriptions, student evaluations, and classroom observation reports; as well as any evidence of service and creative activity.

The evaluation is based on the faculty member's performance during the prior year relative to their assignment of responsibilities. After the creation and submission of the yearly evaluation packet, ISS full-time faculty will meet with leadership to discuss the outcome of the review.

Faculty annual evaluations will take into account performance of assigned duties over the past year. Leadership will review all documentation/data submitted by the faculty member. During the meeting, leadership will offer concrete feedback to faculty under review in meeting the College's expectations for specialized faculty and the program's promotion criteria.

ISS leadership will submit a formal review letter to the College and may also be shared with other interested parties. The formal review letter should be maintained for the faculty member's records and for promotion purposes.

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.

B. Third Year Review for Tenure-track Faculty. *The program does not have tenure-track faculty. Therefore, this section is not applicable.*

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty. The program does not have tenure-track faculty. See Appendix 1 for discussion of promotion of specialized faculty.

D. Criteria for Promotion and Tenure of Tenure-track Faculty. *The program does not have tenure-track faculty. Therefore, this section is not applicable.*

E. Criteria for Promotion of Specialized Faculty.

All Specialized Faculty promotion decisions will rely upon:

1. Annual evaluations
2. Annual assignment of responsibility (AOR)
3. Evidence of sustained effectiveness relative to opportunity and according to assignment.

Teaching Faculty promotion decisions are consistent with UFF negotiated standards and posted Specialized Faculty promotion criteria in the FSU Faculty Handbook.

Full Promotion Criteria was adopted by the faculty and leadership in April of 2019. It is included here as Appendix 1.

With respect to the evaluation of faculty performance, creative works are valued. Faculty activities not directly related to teaching and advising may be noted within the faculty member's Assignment of Responsibility. However, a minimum of 75% teaching is required for the fall and spring semesters unless the faculty member engages in faculty development leave.

Appendix 1. Promotion Criteria and Process for Specialized Teaching Faculty

Adopted July 7, 2021

Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Promotion decisions shall take into account 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 taken into account 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 shall take into account:

1. Evidence of well-planned and delivered courses
2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI) questionnaires
3. Letters from faculty members who have conducted peer evaluations of the candidate's teaching
4. Proven ability to teach multiple courses within interdisciplinary studies
5. Other teaching-related activities, such as student advising, instructional innovation, involvement in curriculum development, or authorship of educational materials
6. Participation in professional activities and associations related to disciplinary and interdisciplinary teaching and research.

Eligibility Criteria

The promotional ladder is Teaching Faculty I, Teaching Faculty II, and then Teaching Faculty III, which correspond with the titles, Assistant Teaching Professor, Associate Teaching Professor, and Full Teaching Professor, respectively.

Ranks

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

Promotion Process

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. Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.
5. 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 promotion committee (described below) 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.
6. The promotion committee for specialized faculty shall consist of other specialized faculty. The promotion committee for specialized faculty shall be appointed by the Dean of the College of Social Sciences and Public Policy from among the specialized faculty in the college. The 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 Program Director.
7. In addition to the specialized faculty promotion committee described above, 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.
8. 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.
9. 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.

10. 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.

11. 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.

A full checklist of required documents for promotion is located with the Office of Faculty Development and Advancement.

Appendix 2. Faculty Recruitment and Hiring Process

Adopted July 7, 2021

The addition of faculty into the ISS program will be assessed by the Director and in cooperation with faculty. ISS faculty members will have specific positions and qualities that support the interdisciplinary purposes of 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 an ISS advisory committee.

Job Ad Development

After receiving permission from the Dean of Social Sciences and Public Policy to hire, the Director of ISS 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 diverse mix of potential applicants. It should communicate the program's culture and aspirations with respect to interdisciplinary integration and diversity and inclusion, as articulated in the Diversity and Inclusion Strategic Plan.

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

Outreach

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

1. Advertising in traditional venues including the Association for Interdisciplinary Studies website, Chronicle of Higher Education website, and Inside Higher Education website, and, among other relevant venues.
2. Advertising in more targeted venues including the Journal of Blacks in Higher Education job listing and Latinos in Higher Education job listing, among other relevant 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 personal outreach by faculty to contacts at Historically Black Colleges and Universities (HBCUs) and Hispanic Serving Institutions (HSIs).
5. 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.
6. Identification of possible candidates through review of the conference presentation program for the Association of Interdisciplinary Studies 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 and diverse 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 ISS 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.

Appendix 3. Mission, Vision, and Goals

Mission Statement

The Interdisciplinary Social Science program engenders individually-driven social goals that guide student vision and learning attainment. We do this by promoting academic freedom and teaching intellectual capacities that support innovation and collaboration through interdisciplinary curriculum and experiential engagement. We focus our efforts on providing an environment which promotes holistic understandings of complex social dynamics through the integration of various disciplinary, social, economic, and political perspectives. Through student-centered teaching and purpose-driven advising, we cultivate conscious multidisciplinary dexterity and an integrative vision of complex social phenomena.

Vision Statement

The ISS program at Florida State University will be a premier undergraduate interdisciplinary program in the United States. We are dedicated to cultivating a new generation of community leaders by providing students with skills to more deeply understand the social world. Our students will question disciplinary and individual assumptions, bridge disciplinary silos, and value diversity. Students and faculty will be catalysts for creative progress in service to society. The vision reflects a strong value of diversity and the belief that the complexity of modern social problems can be resolved only through the application of interdisciplinary and integrative analyses that transcend biases and boundaries.

Goals

This program is committed to establishing and promoting the value of diversity of thought and experience as leading priorities in our teaching model. We will encourage and require consistent practice of critical thought and intellectual dexterity in preparing undergraduates to use centralized collaborative skills in a variety of experiences. ISS students will gain a wide scope of disciplinary approaches to complex social phenomena that will prepare them for graduate study, community involvement, and professional pursuits after graduation. The program anchored within the College of Social Sciences and Public Policy serves the long-term goals of the College by promoting integration of disciplinary perspectives on pressing social needs.

Appendix 4. Diversity Statement

ISS will center and promote the values of diversity, equity, and inclusion. This program recognizes and will respond to the varied and valuable interests and needs of society and our student population. To that end, we will perform our service to students and the University from a position of enlightened understandings of the complexity of systems of social inclusion and exclusion. We are in support of diversity and inclusion plans adopted by the University and College in each function of the program including teaching and advising of students and collaboration, evaluation, and interaction among faculty and staff. In addition, we will consistently strive to incorporate the actions associated with teaching and advising from a position of cultural competence and human compassion.

(See COSSPP Diversity Statement <https://coss.fsu.edu/about/cosspp-diversity-equity-inclusion-plan/>. FSU Diversity Statement <https://diversity.fsu.edu/>)

ISS faculty and leadership will establish a program-specific diversity plan in alignment with the statements, goals, and mandates by the College of Social Sciences and Public Policy. The writing of the ISS Diversity Plan will include input of leadership, full-time faculty, staff, and a student representative.

Thereafter, on a biennial basis, ISS faculty and leadership will review and update the program's diversity plan.

Appendix 5. Programmatic Standards

The ISS program has the primary focus of guiding and facilitating the achievement of interdisciplinary scholarship. To that end, the program is responsible for shaping and guiding choices in a collection of multidisciplinary course work through student advising.

Students must have exposure to at least two social science disciplines in their coursework. Disciplinary coursework is provided through disciplinary departments. Interdisciplinary coursework through the ISS program is intended to provide opportunities for the integration of at least two disciplines through deliberate integrative objectives and activities. Likewise, advising students is focused on introducing and supporting the value of balancing at least two disciplinary perspectives through a deliberately constructed academic path.

To the extent possible, this program will support and facilitate the scholarly interests of students through coordinated university and program services. ISS students are encouraged and supported in the engagement of faculty advising through the ISS program, academic advising with COSSPP Academic Services, career advising through the FSU Career Center, and high standards for teaching from ISS faculty.

Faculty advising is carried out by full-time faculty of the ISS program. Faculty advising consists of guiding students through choices related to their academic path. This may also include advising students interested in graduate programs, applying for internship credit, and advising students who are considering the ISS major. Faculty advisors may take action to evaluate course needs for students and accept changes or adjustments to program norms if appropriate.

Faculty advisors are not responsible for counseling students with regard to issues which are better handled by other departments such as case management with the Dean of Students Office or academic planning through COSSPP academic advising.

Academic advising is carried out by the COSSPP advising office. Students are expected to rely on the expertise of academic advisors for guidance related to meeting university course requirements and timelines. Students must see academic advisors to resolve issues related to registration or financial holds, academic probation, dismissal, course withdrawal, etc.

Teaching within the ISS program is performed by full-time faculty, adjunct faculty, invited faculty, and graduate teaching assistants. All teaching in the ISS program will be oriented with interdisciplinary and multidisciplinary appreciation for a diversity of perspectives, philosophies, epistemologies, and values.

Co-teaching is required in some cases and encouraged in others. The faculty is envisioned as a balance of disciplinary perspectives and interdisciplinary skill. Faculty members are urged to seek collaborative efforts to balance perspectives of courses, especially the core courses for the major.

Appendix 6. Faculty Assignments

Purpose

This document describes how faculty assignments are made in the Interdisciplinary Social Science Program. These are the guidelines used by the Program Director. The Director may deviate from these guidelines if justified by the circumstances.

Overview

Faculty assignments support the mission and goals of the Program. Each faculty member's assignment emphasizes teaching and creative activity based on how the individual is classified in the teaching faculty track.

All faculty assignments are made by the Program Director in accord with the terms of the Collective Bargaining Agreement, FSU Faculty Handbook, and other university rules and regulations. As stated in the FSU Faculty Handbook, assignments will be made in a manner that: is reasonable, provides the faculty member an opportunity for advancement in her/his particular promotional track, provides the faculty member an opportunity to fulfill the Department's criteria for merit salary increases, is consistent with the faculty member's qualifications and experience, meets the university minimum of 12 contact hours of instruction or equivalent advising and service, and meets the needs of the Program (FSU Faculty Handbook).

Assignment of Responsibility

Each faculty member will perform teaching activities as a priority of their assigned duties. A minimum of 75% of teaching activity will be assigned. Teaching activities can include teaching or course development (see guidelines for course development). No more than 25% will be comprised of a reasonable and flexible combination of advising, learning oversight, or other creative activities. Individual faculty research is limited to 5% of assigned duties per university guidelines for specialized teaching faculty.

Each year, faculty members will complete the Assignment of Responsibilities (AOR) form, which documents an expectation of the activities and responsibilities for the coming academic year. In a regular academic year, AOR forms will be requested during the spring semester. Full-time faculty members should suggest AOR expectations during the performance review with the program director early in the spring semester. AORs that do not reflect the standard assignment of at least 75% teaching and up to 25% teaching or creative activity will require approval from the Director.

Summer Assignments

The Department has limited resources to support its activities during the summer term. The Department prioritizes the use of its resources to support its administrative and programmatic needs and offer a set of courses that are in demand from our undergraduate students at FSU Tallahassee, ROP and PCB campuses. The Program Director will be assigned summer duties to support the ongoing operations of the program and teaching needs, if necessary.

When there are resources available to support summer teaching duties, the Director will assign teaching duties in a manner that maximizes the number of students who will be served by the envisioned course(s) while staying within our budgetary constraints as set by the College of Social Sciences and Public Policy. In cases where multiple faculty have requested a summer teaching assignment, and the Director judges their requests as likely to provide similar benefit to the instructional mission of the program, the Director will prioritize the assignment of summer teaching in a manner that balances faculty opportunity for summer appointments and advances the instructional needs of the program, subject to the available budgetary resources.

Appendix 7. Faculty Development

Faculty members are encouraged to pursue professional development opportunities. These opportunities may be in the form of academic or professional conference attendance, learning materials, off-site visits, training events, etc. If professional development requires spending for travel or purchases, approval is required. In the event that faculty development requires time away from regular teaching and advising responsibilities, prior permission and cooperation in arrangements for securing the needs of students is imperative.

Interdisciplinary professional development includes participation in each faculty member's home discipline. Each faculty member is encouraged to participate in their home discipline by contributing to scholarly works, attending conferences, and participating in disciplinary departmental activities. As well, interdisciplinary orientation is encouraged through interdisciplinary collaboration with other faculty and participation in interdisciplinary academic associations. Each full-time member of the ISS faculty is a member of the Association for Interdisciplinary Studies.

Professional Development Leave

Professional development leave is offered by the University as an opportunity to create or advance creative works related to the faculty assignment. Any full-time faculty member with at least 3 years of service is eligible to request professional development leave.

Proposals for professional development leave should include a short narrative to explain the following:

- the expected product of leave
- the need for a clearly defined project or creative product within the program
- the benefits of the project or work on the productivity or quality of the ISS program
- the length of time required for leave.

Proposals will be submitted to the program director who will distribute them for ISS faculty evaluation. Each proposal will be considered for its merits as well as the logistical feasibility of accommodating the regular operations of the program during the proposed leave. Approved proposals for faculty development leave will be submitted to the Dean, who will pursue the remainder of the approval process.

The timing of professional development leave proposals will be coordinated with University guidelines. Discussions about faculty development leave should be addressed during the annual evaluations in the spring semester.

For more information see the following sources:

<https://facultyhandbook.fsu.edu/sites/g/files/upcbnu471/files/FacultyHandbook2017.pdf>

<https://fda.fsu.edu/faculty-development/professional-development-leave>

Appendix 8. ISS Course Design and Approval Process

Adopted July 7, 2021

Course Design Requirements

In order for a new course to be assigned an ISS prefix it must be deliberately interdisciplinary in nature. Specifically, new courses will integrate the multiple perspectives offered by the social science disciplines in order to analyze, assess, or think critically about social problems or public policy and must use multiple forms of information when evaluating these phenomena.

ISS courses must include the integration of at least two disciplines. In most cases, the integration will involve at least two social science core disciplines. In some cases, courses may include the deliberate integration of perspectives, ideas and disciplines outside of the COSSPP. In this case, at least one discipline should be in the social sciences.

Courses will contain course material and activities that are appropriate in meeting the objectives of the program.

Every course approved for a course prefix in the ISS program must include the following learning objective in the syllabus and have course content to reach this objective.

- Students will be able to integrate the multiple perspectives offered by the social science disciplines in order to analyze, assess, or think critically about social problems or public policy.

Course Proposal Requirements

All courses seeking an ISS prefix are to be sent to ISS leadership in the form of a proposed syllabus. This syllabus will then be distributed to the ISS full-time faculty for review.

Given the nature of the curriculum request process, proposed courses may operate under an ISS special topics number for up to three semesters before being required to have a course number approved.

The course design requirements exclude DIS courses and special interest courses that are to be taught on a temporary basis. It is the responsibility of the student to find appropriate faculty to lead the DIS, and leading a DIS is done at the discretion of the faculty. A DIS can be interdisciplinary or disciplinary however any DIS must be approved by ISS leadership if led by a faculty outside of the program.

Course Approval Process

Faculty will discuss and review each course submitted for approval during regular faculty meetings. Upon review, the ISS leadership will provide a decision regarding the requested course prefix within one month of receiving the proposed syllabus.