

Jim Moran School of Entrepreneurship

Florida State University

Approved by a Majority of the Jim Moran School of Entrepreneurship Faculty

July 2017

Jim Moran School of Entrepreneurship Bylaws

Faculty Membership and Voting Privileges

The faculty of the Jim Moran School of Entrepreneurship shall consist of those persons holding full-time appointment as Specialized Faculty (SF) or Tenured and Tenure-Track Faculty (TTF) in the school.

The voting membership of the Jim Moran School of Entrepreneurship 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 Jim Moran School of Entrepreneurship. The Director of the Jim Moran School of Entrepreneurship, herein after known as the Director, may serve as an ex-officio (nonvoting) member of all committees at the request of the committee. The Director may cast the deciding vote in the event of a tie vote among committee or Jim Moran School of Entrepreneurship faculty members.

The faculty may amend these bylaws by a majority vote of the entire Jim Moran School of Entrepreneurship faculty conducted by secret ballot. 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 Jim Moran School of Entrepreneurship. Subject to the Constitution of the University and the rules of the Board of Trustees, the faculty shall determine the bylaws, policies, requirements, curricula, and course offerings for the academic programs within the Jim Moran School of Entrepreneurship.

The faculty may reflect and deliberate on any issue of general interest to the University, or the Jim Moran School of Entrepreneurship, and make recommendations to the appropriate officer or body. The faculty and staff members are expected to be familiar with and follow Florida State University Substantive Change Policy as found on the University website (<http://provost.fsu.edu.sacs>).

Meetings

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

Special sessions may be held at the call of the Director or at the written request of the majority 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 email ballot.

Jim Moran School of Entrepreneurship organization and committees

The Jim Moran School of Entrepreneurship is comprised of one curricular group, Entrepreneurship (ENT).

The Director is the chief administrative officer in the Jim Moran School of Entrepreneurship. The Director is appointed by the Provost in consultation with the Jim Moran School of Entrepreneurship faculty and serves at the Provost's pleasure. The term of this appointment shall also be at the discretion of the Provost. Faculty may initiate a vote of no-confidence in the Director if one half plus one of the faculty certifies that such a vote is called for. The Director is evaluated by the Provost for the purposes of annual evaluation.

The Director 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 Jim Moran School of Entrepreneurship resources.

Director's responsibilities include:

- a) scheduling classes
- b) evaluating faculty (including merit pay increases when available)
- c) budgeting
- d) staffing Jim Moran School of Entrepreneurship committees
- e) outreach and development (fundraising)
- f) student relations (including student complaints)
- g) managing Jim Moran School of Entrepreneurship staff
- h) managing reaccreditation efforts
- i) other ad hoc duties necessary to maintain the Jim Moran School of Entrepreneurship'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 Program Curriculum Committee: separate committees will be used for undergraduate, master's, and doctoral levels as these programs become available. These committees shall consist of all faculty having assignments within the program at each level. A committee chair shall be selected by a majority vote of the committee membership.

These committees are responsible for the review and oversight of their particular undergraduate, master's, or doctoral program curriculum 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 meeting shall be maintained by the committee and filed with the Jim Moran School of Entrepreneurship.

New Faculty Selection Committee: The Faculty Selection Committee is charged with the duties of recruitment, advertising for newly approved faculty positions, examining potential applicants, interviewing acceptable applicants, and finally with providing the Director with a list of acceptable and hireable candidates. In order to comply with University policy and various other employment-related requirements this committee will utilize the Florida State University Search and Screening Guide (Guide) which sets forth uniform guidelines for search and screening, pursuant to Federal and State regulations, and University internal policies and procedures for all positions. This committee will be comprised of five current tenured and specialized faculty all appointed by the Director. The committee will select a chairperson by a majority vote who will provide the Director with the committee's findings. This committee will be responsible for hiring of both tenured and specialized new hires.

Promotion, Evaluation, and Merit Committee (Specialized Faculty): this committee (PEM) consists of three full-time specialized faculty members and are elected by the specialized, full-time faculty of the Jim Moran School of Entrepreneurship. The chairperson of the committee is the faculty member receiving the most votes. The PEM committee reviews, evaluates, and votes on promotion candidates of Jim Moran School of Entrepreneurship specialized faculty. The committee vote is passed on to the Director as their recommendation on the promotion of specialized faculty.

The PEM committee is also responsible for conducting annual peer evaluations, peer teaching evaluations, and providing merit recommendations of the Jim Moran School of Entrepreneurship 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 and

developmental letter to the specialized faculty members not at full rank and to the Director. The evaluations are independent of the Director's own annual evaluations. These letters must include the recommended overall merit evaluation for the faculty member for the year and must include the faculty member's progress toward promotion. A summary of the specialized faculty member ratings, weighted score, and overall merit evaluation must be provided to each specialized faculty member and an anonymous summary of all of the specialized faculty merit evaluations will be provided to the Jim Moran School of Entrepreneurship's faculty.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, Jim Moran School of Entrepreneurship, and the UFF-FSU Collective Bargaining Agreement.

Merit for specialized faculty will be determined in accordance with University policy and the Jim Moran School of Entrepreneurship guidelines. Additional guidelines for merit or outlined in the Appendix.

Promotion & Tenure Committee (TTF): This committee (P&T-TTF) consists of all tenured faculty in the school provided there are sufficient numbers to create said committee, excluding those under consideration for promotion or tenure, and including those with significant administrative appointments, except the Director, as the Director has 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 Jim Moran School of Entrepreneurship Promotion and Tenure Committee.

Evaluation and Merit Committee (Tenure Track): This committee (EM-TTF) will consist of three full-time tenure-track faculty members in the Jim Moran School of Entrepreneurship. This committee will become viable when sufficient numbers of tenured or tenure-track faculty members are employed in the school. Members of the Evaluation and Merit committee are elected by the tenured and tenure-track faculty, with the provision that a majority of the committee members must be tenured. The chairperson of the committee is the tenured faculty member receiving the most votes. The chairperson also chairs the Department Promotion and Tenure Committee.

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 a progress toward promotion letter to the tenured and tenure-track faculty members not at full rank and to the Director. This letter must be an evaluative and at the same time, a developmental letter. The letters are independent of the Director's own annual evaluations of tenured and tenure-track faculty. 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 Jim Moran School of Entrepreneurship, and the UFF-FSU Collective Bargaining Agreement.

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

Florida State University Faculty Senate Membership Committee

The Florida State University Faculty Senate plays a central institutional role at Florida State University and is responsible for ensuring active faculty participation in all decisions related to academic policy. The Faculty Senate formulates measures for maintaining a comprehensive educational policy and for maximum use of the University's intellectual resources. The Senate defines university-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and requirements for the awarding of degrees. The Senate may also formulate opinions on any subject of interest to the University and adopt resolutions thereon. The Jim Moran School of Entrepreneurship procedure for selection of the school's Faculty Senate member or representative will consist of the formation, annually, of a committee comprised of eligible faculty which is defined as full-time Instructors, Assistant Professors, Associate Professors, and Professors. The committee will elect a chairperson and select an eligible faculty member by a majority vote to serve a two-year term on the Florida State University Faculty Senate, which begins with the regular April meeting of the election year.

Ad Hoc Committees: additional committees can be formed by the Director as needed.

Summer Teaching

Summer teaching assignments will be based on (1) the summer teaching budget allocated to the Jim Moran School of Entrepreneurship; (2) the course needs to facilitate the Jim Moran School of Entrepreneurship's programs and accommodate student demand; and (3) faculty availability. Before making summer assignments the Director will consult with each faculty member about his or her desire to teach and their expectations regarding their 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. If doctoral students are available, those 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 developed, 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: Jim Moran School of Entrepreneurship Criteria for the Evaluation Process including Promotion and Tenure

The Jim Moran School of Entrepreneurship 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 Committee will use the weighted score to assign each faculty member one of the five categories listed above for the year. This assessment will serve as input to the Director 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 as is required by the Collective Bargaining Agreement.

Example of Weighted Performance Evaluation Score

With Research:

Research: $4 (.4) = 1.6$

Teaching: $5 (.5) = 2.5$

Service: $4 (.1) = 0.4$

Administration: $0.0 (0) = 0$

Total Weighted Score: = 4.5

Without Research:

Teaching: $5 (.6) = 3.0$

Service: $4(.4) = 1.6$

Administration: $0.0 (0) = 0$

Total Weighted Score: = 4.6

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 three, four, or five for the purposes of merit pay allocation. This will then serve as input to the Director and

assigning merit increases according to the following guidelines where X is equal to a fixed dollar amount.

Category 3 = X

Category 4 = 2X

Category 5 = 4X