

**DEPARTMENT OF OCEANOGRAPHY**  
**BYLAWS**  
**draft**

**I. Department Organization**

The department is organized into biological oceanography, chemical oceanography, and physical oceanography curricular groups. One faculty member is designated a bridge person between the biological and chemical groups. He or she belongs to both groups.

**II. Department Governance**

**A. The Chair**

The Dean of the College of Arts and Sciences appoints a chair to serve at his or her pleasure (typically a three-year term). A candidate for the Chair is recommended to the Dean by the faculty as a whole. The procedure by which the recommendation is made is that a Chair search committee is formed by the sitting Chair at the beginning of the last academic year of the sitting Chair's term. This committee is composed of one representative from the three curricular groups, plus one member from the College of Arts and Sciences at large. The outside member is normally recommended by the Dean and has usually been, or currently is, a Chair. The committee has the option of requesting the sitting Chair to continue for another term. The departmental committee members confer with the faculty from their curricular groups to either determine if the department wishes to retain the sitting Chair or to develop a short list of candidates for the Chair appointment. If necessary, the candidates are interviewed by the committee. Ultimately, the committee recommends a ranked list to the Dean. The Dean receives the recommendation as advice, but is not bound by the recommendation.

The chair is the chief executive officer of the department. Among his or her duties are:

- Responsibility for meeting the department's administrative obligations.
- Taking the lead in matters that concern the collective welfare of the department.
- Assigning duties to each tenured, tenure-track or non-tenure-track faculty member via the Assignment of Responsibilities.
- Performing annual evaluations based on the quality of the work performed by the faculty member. Contributions to teaching, research and service are considered and weighted according to the Assignment of Responsibilities for that faculty member.

- Supervising the department staff (directly or indirectly).
- Performing the annual evaluations of the staff directly supervised by the Chair
- Recommending salary merit increases to the Dean with input from the Faculty Evaluation Committee.
- Providing tenure-track and non tenure-track faculty a written evaluation of their progress toward promotion.
- Providing untenured tenure-track faculty a written evaluation of their progress toward the award of tenure.

#### B. The Executive Committee

The Executive Committee advises the chair. The members are appointed by the chair, one from each curricular group. The chair may opt to be the representative of his or her group. One committee member serves as Associate Chair. The Associate chair acts for the chair in his or her absence.

#### C. Department Committees

The department has the following standing committees. Each committee consists of one member from each curricular group. The department chair appoints the committee members and designates the committee chair. The *Promotion and Tenure Committee* and the *Faculty Evaluation Committee* depart from this pattern.

The *Admissions Committee* is responsible for preparing recommendations to the faculty about the admission of prospective graduate students. It is assisted by the Academic Coordinator.

The *Current Meter Facility Committee* supervises the department's current-meter facility. The chair of this committee is the immediate supervisor of the facility's personnel and is responsible for annual evaluations and for recommendations of promotion. In addition, the chair must provide annual letters to all facility personnel beneath the highest rank for which they are eligible outlining their progress towards promotion. The committee's charge is to assure that the shop is maximally productive and that work for the various faculty members is done equitably.

The *Curriculum and Academic Policy Committee* deliberates on such matters as they arise and prepares recommendations for the faculty. The committee is responsible for revising the *Graduate Student Handbook*; revisions of the handbook are to be submitted to the full faculty for approval.

The *Instrument Shop Committee* supervises the department's instrument shop. The chair of this committee is the immediate supervisor of the facility's personnel and is responsible for annual evaluations and for recommendations of promotion. In addition, the chair must provide annual letters to all facility personnel beneath the highest rank for which they are eligible outlining their progress towards promotion. The committee's charge is to assure that the shop is maximally productive and that work for the various faculty members is done equitably.

The *Library Committee* makes recommendations to the faculty on matters concerning the university libraries.

The *Promotion and Tenure Committee* consists of all tenured faculty members of the department. Each year, it elects a committee chair, who is the department representative to the university's promotion and tenure process. Each tenured faculty member should expect to be elected chair of this committee. The Promotion and Tenure Committee considers the suitability of all tenured and tenure-track faculty beneath the rank of Full Professors for promotion to their next level. The standards considered by the Committee are those adopted by the ranked faculty as a whole.

The *Faculty Evaluation Committee* advises the chair as to the relative performance of each faculty member. Performance is judged relative to the department's merit criteria in the categories of teaching, research and service. Contributions to these categories are weighted according to the faculty member's Assignment of Responsibilities. The committee is elected by secret ballot. Each faculty member recommends three members, with the list consisting of one member of each curricular group, to constitute the three-person committee.

The *Space and Building Committee* deliberates on such matters and may propose changes in space policy and usage to the faculty. Committee members are appointed by the Chair, one from each curricular group. Each committee member is in charge of space usage for the space assigned to the curricular group he or she represents. His or her decisions are to be guided by the department's space policy. If space issues cannot be resolved within groups, the committee deliberates and advises the Chair, who makes the decision.

#### D. New Faculty Recruitment

In the event the Department of Oceanography recruits a new faculty colleague, the following procedures will be the norm. First, the area of the recruitment is decided by Chair, with the advice of the Executive Committee.

1. An ad-hoc committee will be formed to (in chronological order)
  - Write and advertisement describing the position to be recruited, including the statement 'Applications will be received until the position is filled, but those applications completed by (date) will be assured of full consideration.'
  - Receive and acknowledge the applications
  - Review the completed applications after the nominal closing date and develop a list of candidates, in consultation with the general faculty as appropriate, on whom reference letters are sought
  - Acknowledge receipt of outside letters directly with the letter writers
  - Notify the list of the candidates as to their status
  - Develop a short-list of candidates, with consultation with the general faculty as appropriate, and arrange for them to visit
  - Meet after the candidate visitations are completed to rank, with appropriate consultation with the general faculty, the applicants. The ad-hoc committees duties will be considered completed upon reporting of this ranking to the Dept. Chair.
2. Normally the composition of the ad-hoc committee will consist of a subset of the curricular group most closely associated with the field of the recruitment. The selection of the ad-hoc committee membership will be the duty of the Chair, who will also name the Chair of the committee.
3. Normally, the Chair of the ad-hoc committee will report on the progress of the recruitment at every faculty meeting until the completion of the recruitment
4. All University Equal Opportunity Procedures will be adhered to by communications by the chair of the ad-hoc committee with the appropriate University representative.
5. The Chair will communicate the results of the search to the Dean of Arts and Science and will be responsible for working with the Dean in subsequent negotiations with the candidates. At this stage, all formal contact with the candidates will be the sole responsibility of either the Chair of Oceanography or the Dean of Arts and Sciences.
6. Variations on the above procedure can be made at a normally scheduled faculty meeting prior to or during the course of a given search, and will be agreed to be in force for a particular recruitment upon a majority vote of the faculty. However, only those components of the search remaining to be completed can be considered for alteration.

## E. Faculty Senator

The department will elect its faculty senator and official alternate at such times as are specified by the constitution of the Faculty Senate. The senator is responsible for attending faculty senate meetings and informing the department of developments affecting the department and its members.

## III. Faculty Meetings

### A. Frequency of Meetings

During the academic year, a faculty meeting will be held each month, typically on the first Wednesday. The place and time are to be announced in advance.

### B. Agenda items

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

### C. Chair of the meeting

The department Chair or his or her designate chairs the faculty meeting.

### D. Parliamentary procedure

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

### E. Franchise

The franchise extends to all tenure-track and tenured faculty members whose faculty lines are assigned to the Department of Oceanography.

### F. Public Meeting

Under the State of Florida's Government in the Sunshine Act, faculty meetings are open to the public. Representatives of the staff and graduate students are encouraged to attend.

### G. Quorum

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

#### H. Voting

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

#### IV. Changes to the bylaws

A change to the bylaws cannot be proposed and voted on at the same faculty meeting. A two-thirds majority of the eligible voters present are required to change the bylaws.

#### V. Policies

From time to time, the faculty will adopt policies to govern particular facets of the life of the department, for example, a space policy. These policies are addenda to the bylaws. They differ from the bylaws in that they can be adopted or modified by a simple majority vote. The *Graduate Student Handbook* is an example of such a policy statement.

#### Appendix A. Promotion and Tenure Criteria (Tenured and Tenure-Track)

Promotion from Assistant Professor to Associate Professor requires evidence of excellence in teaching, research and service. Evidence for teaching prowess includes, but is not limited to, offering courses at a rate characteristic of the candidate curricular group and acceptable student evaluations for all courses offered by the faculty candidate since beginning their faculty appointment. The faculty candidates for this promotion are expected to have developed a successful national reputation. Evidence of research acumen includes, but is not limited to, publications in quality scholarly journals, grants funded through mainstream federal or state agencies and presentations given at national meetings. It is expected that a faculty member considered for this promotion will be advising graduate students nearing completion of their degree, although completion is not required. Service shall be judged primarily through performance on Departmental committees as assigned. The curricular groups will provide guidance to the faculty regarding quality of

journals, federal and state funding agencies, typical levels of student activity and norms for departmental service.

Promotion from Associate Professor to Full Professor requires evidence of excellence in teaching, research and service. Evidence for teaching prowess includes, but is not limited to, offering courses at a rate characteristic of the candidate curricular group and strong student evaluations for all courses offered by the faculty candidate since beginning their faculty appointment or last promotion. Research prowess should have led the faculty candidate to the development of an international reputation. Evidence of research acumen includes, but is not limited to, publications in quality scholarly journals, grants funded through mainstream federal or state agencies and presentations at international meetings. It is expected that a faculty member considered for this promotion will have advised at least one student successfully to a PhD degree. Service shall be judged primarily through performance on Departmental and University committees as assigned. The curricular groups will provide guidance to the faculty regarding quality of journals, federal and state funding agencies, typical levels of student activity and norms for departmental service.

The granting of tenure to an untenured faculty member requires evidence of excellence in teaching and research. Evidence for teaching prowess includes, but is not limited to, offering courses at a rate characteristic of the candidate curricular group and strong student evaluations for all courses offered by the faculty candidate since beginning their faculty appointment or last promotion. To be considered for tenure, a faculty candidate must exhibit a steady record of research excellence, as evidenced by routine publication in high quality scholarly journals and sustained levels of external funding as needed to support the research activities of the candidate. Service as assigned by the department will be considered as adequate. The curricular groups will provide advice to the faculty as a whole as to norms for teaching and research performance.

## **Appendix B. Faculty Evaluation Committee Procedures**

The performance of the tenured and tenure earning faculty is evaluated based on a 5-year running average of accomplishments in the areas of teaching, research, and service. For teaching, the factors considered are the number of graduate student degrees produced and scores on student evaluations. For research, the factors include the number of papers published, the number of citations of the faculty member's work, and the faculty member's funding. For service, the size of the faculty member's assignment to service is the metric. Each faculty member's contributions are weighted by their assignments of responsibilities in developing a merit score. Each spring, the faculty elects a three-member Faculty Evaluation Committee charged with examining the performance data and reporting to the chair a

ranking of the faculty members. The Chair takes the rankings into account in developing a recommended Merit Raise distribution. The Chair must then present the recommendation to the Faculty Evaluation Committee and must receive approval of a majority of the FEC prior to the recommendation becoming final. The proposed distribution is then forwarded to the Dean by the Chair. In the event that the FEC and the Chair cannot agree on a recommendation, both recommendations will be forwarded to the Dean.

### **Appendix C. Promotion and Evaluation Criteria (Non-Tenure Track)**

Non-tenure track faculty are promoted and evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities. The evaluations are performed by the direct supervisors of the non-tenure track faculty in question and are communicated to the Chair of the Department. Recommendations for promotion are made to the Chair by the non-tenure track faculty direct supervisors, who then forward them to the Dean. Non-tenure track faculty at ranks beneath the highest rank for which they are eligible receive letters from their direct supervisors about progress towards promotion.

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