

Bylaws for the College of Criminology and Criminal Justice at Florida State University
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Record of Substantive Revisions and Amendments to these Bylaws (optional)

Sunset/Renewal Provision (optional)

ADOPTED, by unanimous vote of the Criminology Faculty and elected student representatives, in regular session on January 15, 1975.

AMENDED, by the Criminology Faculty in regular session on August 23, 1984.

AMENDED, by the Criminology Faculty in regular session on January 16, 1990.

AMENDED, by the Criminology Faculty in regular session on February 20, 1990.

AMENDED, by the Criminology Faculty in regular session on October 25, 1990.

AMENDED, by the Criminology and Criminal Justice Faculty in regular session on December 4, 1991.

AMENDED, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on October 6, 1995.

AMENDED, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on November 4, 1996.

AMENDED, by unanimous vote of the Criminology and Criminal Justice Faculty in regular session on September 21, 2001.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on December 8, 2006.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on February 15, 2008.

AMENDED, by vote of the College of Criminology and Criminal Justice Faculty in regular session on February 1, 2013.

AMENDED, by vote of the College of Criminology and Criminal Justice Faculty in regular session on November 13, 2015.

AMENDED, by vote of the College of Criminology and Criminal Justice Faculty in regular session on January 27, 2017.

UPDATED, to maintain compliance with Collective Bargaining Agreement September 22, 2017.

UPDATED, to maintain compliance with Collective Bargaining Agreement in September 2019.

These are the bylaws for the College of Criminology and Criminal Justice at Florida State University. These bylaws were last approved on January 27, 2017 by a majority of the applicable voting members of the college and on March 2017 by the Office of Faculty Development and Advancement.

Preamble (optional)

FLORIDA STATE UNIVERSITY
COLLEGE OF CRIMINOLOGY AND CRIMINAL JUSTICE
BYLAWS

I. Bylaws

ARTICLE I: NAME

The name of this organization shall be the College of Criminology and Criminal Justice, The Florida State University.

ARTICLE II: PURPOSE

The College of Criminology and Criminal Justice has the responsibility of fulfilling The Florida State University's mission by providing teaching, research, and service in the areas of Criminology and Criminal Justice.

A. Adherence with Other Governing Documents. At all times, college 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 home 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. *Describe bylaw revision process which requires a majority vote of the faculty who participate in the voting process.*

ARTICLE XII: AMENDMENT

Any member of the College Faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated among College Faculty Members at least ten working days in advance of the meeting at which the change will be considered. The amendment shall become part of the Bylaws when it is adopted by a two-thirds vote of the College Faculty present and voting in a

recorded meeting.

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/>

ARTICLE X: SUBSTANTIVE CHANGE POLICY

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website:

<https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Criminology and Criminal Justice shall consist of those persons holding full-time appointments at the rank of *Assistant Professor, Associate Professor and Professor*. *Add any other information necessary to define the faculty membership in the unit.*

ARTICLE IV: COLLEGE FACULTY MEMBERSHIP

Faculty of the College shall consist of those persons holding regular tenure-track or tenured positions within the College. The Dean of the College oversees all administrative procedures and provides leadership in relation to the College's teaching, research, and service functions. Faculty members share significantly in governance responsibilities including recruitment of new faculty and other professionals; development of high-quality programs; program review; unit review; unit reorganization; development of criteria for tenure, promotion, and merit salary increases; selection of certain academic administrators; procedures for amending bylaws; and other matters of professional concern.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Criminology and Criminal Justice: Teaching Faculty, Research Faculty, graduate students, and staff.

C. Faculty Voting Rights. *Define voting rights of faculty defined in II.A above, including an indication of those listed in II.A that have no voting rights.*

Refer to Bylaws Section III. B. Faculty Meetings – Attendance and Voting Eligibility

D. Non-faculty Voting Rights. *Define the voting rights, if any, of those defined in II.B above.*

Refer to Bylaws Section III. B. Faculty Meetings – Attendance and Voting Eligibility

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Criminology and Criminal Justice shall consist of the *voting* faculty in the college, defined as *tenure track or tenured faculty*. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.
2. The *voting* faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

(Add additional points of jurisdiction as needed.)

ARTICLE III: COLLEGE STRUCTURE

The College of Criminology and Criminal Justice (hereinafter referred to as the College) shall be administered by the Dean of the College (hereinafter referred to as the Dean).

The College Faculty shall initiate faculty promotion and tenure recommendations in accordance with the College Bylaws. The College Faculty shall decide all academic matters including certification of candidates for graduation.

B. Faculty Meetings. *Describe who may call for a faculty meeting and how. Describe any minimum number of meetings or other requirements determined by the faculty (e.g., annual report on college's budget).*

ARTICLE V: COLLEGE FACULTY MEETINGS

SECTION 1: SCHEDULE OF MEETINGS

The College Faculty shall meet in regular session, at a time and place designated by the Dean or by the Dean's designee. Written notice of a regular session and its subject matter shall be distributed five working days in advance of the scheduled meeting. The Dean or the Dean's designee shall be the presiding officer.

Special sessions of the College Faculty may be called by the Dean or the Dean's designee or at the written request of three Faculty Members. Written notice of a special session shall be distributed as far in advance of the scheduled meeting as practical. The Dean or the Dean's designee shall be the presiding officer.

SECTION 2: ATTENDANCE AND VOTING ELIGIBILITY

All meetings of the College Faculty shall be open to all persons concerned with the policies and activities of the College. All members of the College Faculty, except those assigned to budgets outside of the College more than 50%, shall be eligible to vote at meetings of the College Faculty and committees of which the Faculty Member is a duly appointed or elected member. Nothing in these provisions shall reduce or restrict the right of any tenured faculty member to vote on tenure-related issues.

The graduate student body shall have one vote to be cast by the graduate student association president, or her/his designee, in all department faculty meetings except those votes involving personnel issues of current faculty or students, including admission of prospective students.

SECTION 3: QUORUM

A quorum shall consist of 50% plus one of the College Faculty at any regular or emergency meeting.

SECTION 4: PROCEDURE

Questions pertaining to the conduct of a meeting shall be resolved in accordance with Robert's Rules of Order (Revised) unless another procedure is specified in these Bylaws.

The Dean shall designate a staff member to keep minutes of each College meeting and to distribute a copy of the unapproved minutes promptly to all Faculty Members. The unapproved minutes shall also be filed in the Dean's office and shall be open to review by any person concerned with the activities and policies of the College of Criminology and Criminal Justice. After acceptance

or revision by a majority of the voting members at the next College faculty meeting, the recording secretary shall replace the unapproved minutes on file in the Dean's office with a copy of the approved or revised and approved minutes.

C. Director/Other Administrator Selection. *If applicable, describe the procedure that provides for faculty involvement in the selection of a director/other administrator within the college.*

Refer to Bylaws Section III. E. College Committees – Administrative Advisory

Committee

D. College Leadership. *List and describe the leadership positions in the college (e.g., Dean, Associate Dean of Academic Affairs, etc.), their duties, how the person is selected for the position, and term of service (if applicable).*

Refer to Bylaws Section III. A. Jurisdiction – College Structure

E. College Committees. *List college committees and describe their purpose, membership, how membership is determined, and term of service of members.*

ARTICLE VI: COMMITTEES

The College shall have five standing committees. Eligibility for membership on standing committees shall be open to all Faculty eligible to vote at College meetings. Each committee shall meet at the call of its Chairperson. All decisions of these committees are the responsibility of Faculty Members.

SECTION 1: ACADEMIC COMMITTEE

The Academic Committee shall consist of three Faculty Members elected by the Faculty. Members of the Academic Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are elected. The Academic Committee shall select one member of the Committee to serve as Chairperson.

The Academic Committee shall make recommendations to the College Faculty and the Dean concerning undergraduate and graduate curriculum, academic standards for students, and admission requirements; shall make recommendations to the Dean on all graduate admissions and the awarding

of graduate assistantships, in accordance with Faculty-approved policy; and, shall perform such duties pertaining to the academic activities of the College as may be directed by the Faculty or by the Dean.

SECTION 2: PROMOTION AND TENURE COMMITTEE

The Promotion and Tenure Committee shall review in writing the performance of each Faculty Member below the rank of tenured Full Professor in the Spring of each year and shall make preliminary assessments of the suitability of each such Faculty Member to be considered for tenure and/or promotion in accordance with Article VIII, Section 3 of these Bylaws. The Committee shall also consult with the Dean on the matters related to evaluation of faculty performance.

Subsequent to a preliminary assessment of the suitability of every Faculty Member below the rank of tenured Full Professor, the Promotion and Tenure Committee shall conduct full reviews of selected cases and make recommendations to the University Promotion and Tenure Committee concerning promotion and/or tenure nominations. The promotion and/or tenure criteria for Faculty members shall be compatible with Florida Statutes, Florida Board of Governors, the University Constitution, the FSUBOT-UFF Agreement, the Florida State University Faculty Handbook, and the annual promotion and tenure memorandum prepared by the Office of Faculty Development and Advancement.

The Promotion and Tenure Committee shall have seven members elected by the Faculty from among the ranks of tenured Faculty Members. The members of the Committee shall elect a Chairperson. Members of the Promotion and Tenure Committee shall serve for a term of one year starting at the beginning of the Fall Semester. Committee members must exempt themselves from matters pertaining to their own promotion.

Voting on matters pertaining to promotion and tenure shall be by secret ballot and the outcome of the Committee's vote shall be recorded as advice and forwarded to the University

Committee unless the candidate withdraws his or her binder from consideration within five working days of being informed, in writing, of the results of the secret ballot vote.

The Promotion and Tenure Committee shall elect one member of the Committee to serve as the College Representative to the University Promotion and Tenure Committee.

SECTION 3: ADMINISTRATIVE ADVISORY COMMITTEE

The Administrative Advisory Committee shall consist of four Faculty Members appointed by the Dean. Members of the Administrative Advisory Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Administrative Advisory Committee shall make recommendations (e.g. selection of academic administrators) to the College Faculty and the Dean as may be directed by the Faculty or by the Dean.

SECTION 4: PH.D. METHODS AND STATISTICS EXAMINATION COMMITTEE

The Ph.D. Methods and Statistics Examination Committee shall consist of five Faculty Members plus an alternate, appointed by the Dean. Members of the Ph.D. Methods and Statistics Examination Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Ph.D. Methods and Statistics Examination Committee shall prepare and grade the Ph.D. Methods and Statistics Comprehensive Exams for students who have elected to sit for the examination and have been certified as ready by their major professors.

SECTION 5: PH.D. THEORY EXAMINATION COMMITTEE

The Ph.D. Theory Examination Committee shall consist of five Faculty Members plus an alternate, appointed by the Dean. Members of the Ph.D. Theory Examination Committee shall serve for a term of one year, starting in the Fall Semester, and until their successors are appointed. The Dean shall select one member of the Committee to serve as Chairperson. The Ph.D. Theory

Examination Committee shall prepare and grade the Ph.D. Theory Comprehensive Exams for students who have elected to sit for the examination and have been certified as ready by their major professors.

SECTION 6: AD HOC COMMITTEES

Ad hoc committees as required for the operation of the College may be established to perform any additional duties necessary, as directed by the Dean or by the College Faculty (e.g. faculty recruitment and curriculum revisions). It is suggested that the committees are composed of at minimum three faculty members with at least one full professor.

F. Faculty Senators. *Describe the process to elect Faculty Senators.*

ARTICLE IX: FACULTY SENATE REPRESENTATION

The Faculty Senator(s) and Alternate(s) shall be elected by the Faculty to represent the College to The Florida State University Faculty Senate. The term of office shall begin with the seating of the new Faculty Senate at the April meeting. The Senator(s) and Alternate(s) shall serve for two years until their successors are chosen.

G. Faculty Recruitment. *Describe the process for recruiting and selecting new faculty and how current faculty are involved.*

Refer to Bylaws Section II. A – College Faculty Membership

H. Unit Reorganization. *Describe the procedure that provides for faculty involvement in unit reorganization.*

Refer to Bylaws Section II. A – College Faculty Membership

IV. Curriculum and Degree Approval

A. Curriculum Review. *Describe how faculty members in the college exercise control over the development and review of curriculum (can, in addition or instead, refer to another section of the bylaws such as a committee listed in III.E above).*

Refer to Bylaws Section III. E. College Committees – Academic Committee

B. Degree Approval. *Describe the process for approving candidates for the degree.*

Refer to Bylaws Section III. A. Jurisdiction – College Structure

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:

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

Describe college-specific mechanism(s) for faculty involvement in the annual evaluation process for all faculty classifications (beyond university policy).

Describes college-specific mechanism(s) for faculty involvement in the merit evaluation process for all faculty classifications (beyond university policy).

ARTICLE VIII: FACULTY EVALUATION, PROMOTION AND TENURE

SECTION 1: ANNUAL EVALUATION OF FACULTY

(A) Pursuant to Florida Statutes and Florida Board of Governors and FSUBOT-UFF Collective Bargaining Agreement regarding annual evaluation of Faculty, the Dean shall apprise each member of the Faculty, when first employed and at least annually thereafter, of what is expected of him or her, in terms of teaching, research and other creative activities, and service, and specifically if there are particular requirements and/or other duties involved. In the event that changes are made in a Faculty Member's assignment in the interim between annual notices, the Dean shall notify the Faculty Member, in writing, of such changes. The categories for this evaluation are: 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, and Not Observed.

(B) In terms of these assignments, each Faculty Member, tenured or non-tenured, shall be evaluated by the Dean during each Spring semester based upon the prior calendar year, and shall be apprised by the Dean, in writing, of the results of such evaluation. This evaluation shall occur after

the Peer Merit Evaluation and the College Promotion and Tenure Committee's Annual Appraisal of Progress toward Promotion and/or Tenure. The evaluation will be considered in connection with recommendations by the Promotion and Tenure Committee on matters of promotion, tenure and also in connection with decisions by the Dean regarding the salary increments for any tenured or non-tenured member of the Criminology Faculty including matters of retention or non-renewal for any non-tenured faculty member. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

SECTION 2: PERFORMANCE IMPROVEMENT PLAN (PIP)

A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be given a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

SECTION 7: PEER MERIT EVALUATION

The Peer Merit Evaluation is conducted each Spring semester based upon the prior calendar year in conjunction with the Performance Evaluation Criteria Guidelines created by the College faculty. This evaluation determines meritorious performance of all faculty members for the distribution of funds allocated for merit-based salary increases.

SECTION 8: DEAN'S MERIT

For the purposes of distributing Dean's merit allocation, the dean considers each faculty member's individual peer merit evaluation and ranking in research, teaching and service.

B. Criteria for Evaluation of Tenure-track Faculty. *Describe college-specific criteria for evaluation of tenure-track faculty in the areas of:*

- 1) Teaching**
- 2) Scholarship/Research**
- 3) Service**

4) Other [*Add categories as needed*]

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

Refer to Bylaws Section VII. C. Florida State University College of Criminology and Criminal Justice Performance Evaluation Criteria Guidelines

C. Criteria for Evaluation of Specialized Faculty. *Describe college-specific criteria for evaluation of specialized faculty in the position-relevant areas of:*

- 1) Teaching**
- 2) Scholarship/Research**
- 3) Service**
- 4) Other** [*Add categories as needed*]

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

Refer to Bylaws Section VII. C. Florida State University College of Criminology and Criminal Justice Performance Evaluation Criteria Guidelines

(C) Evaluation of Specialized Faculty can be found in the Florida State University Faculty Handbook.

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. [*Add details, if needed*]

SECTION 4: PROMOTION PROCEDURE

(A) Annual Progress toward Tenure Reviews

Each Spring, the Promotion and Tenure Committee shall review the performance of each Faculty Member below the rank of tenured Full Professor to determine the suitability of each such Faculty Member to be subject to a full review for progress toward promotion and tenure. The Committee may ask Faculty Members to facilitate its preliminary review by submitting a detailed progress toward promotion and tenure binder which may include but is not limited to a professional vita, reports of demonstrated effectiveness in teaching, and evidence of research progress (e.g. article

reprints, articles in press, letters from editors, publishing contracts, etc.). The candidate may also submit such additional information as he or she feels would be helpful to the Committee in preparing its preliminary recommendation.

(B) Promotion and Tenure Reviews

The Promotion and Tenure Committee shall review all promotion and/or tenure materials for each candidate and make a recommendation, in writing, to the University Promotion and Tenure Committee. The College Committee shall also advise the candidate of its recommendation, in writing. The Committee may withhold a recommendation if, in its judgment, there has been noncompliance with established procedures or if the Committee has been unable to obtain required or adequate information for its deliberations. In this event, the binder will be returned to the Dean or person who prepared the binder, providing the preparer and the candidate five working days to comply with the established procedures. University policies on promotion and tenure procedures can be found in the Office of Faculty Development and Advancement's annual memorandum on the promotion and tenure process.

The Dean shall review the promotion and/or tenure materials pertaining to each candidate and shall submit these materials, along with his/her recommendation, to the Office of Faculty Development and Advancement. A candidate for promotion and/or tenure shall have the right to attach a written response to any action by the Dean that is included in the file within five working days of receipt of the Dean's letter. Additional information can be found in the College's Performance Evaluation Criteria Guidelines.

SECTION 5: TENURE PROCEDURE

The procedure for tenure consideration shall be the same as that set forth for promotion in Section 3 above, in addition to which the following items shall also be required, pursuant to University policy as described in the Office of Faculty Development and Advancement's annual

memorandum on the promotion and tenure process.

SECTION 6: TIMING OF PROMOTION AND TENURE RECOMMENDATIONS

The review of all promotion and tenure materials and subsequent recommendations by the Promotion and Tenure Committee and the Dean shall be so timed as to meet the University schedule for processing of promotion and tenure recommendations as set forth in the annual memorandum from the Office of Faculty Development and Advancement.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the college's expectations for promotion and tenure. [*Add details, if needed*]

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty. *Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty (beyond university policy).*

Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion of specialized faculty (beyond university policy).

Refer to Bylaws Section III. E. College Committees – Promotion and Tenure Committee

D. Criteria for Promotion and Tenure of Tenure-track Faculty. *Describe college-specific criteria for promotion and tenure of tenure-track faculty (beyond university policy).*

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

SECTION 3: CRITERIA FOR PROMOTION

The criteria for promotion of members of the Faculty shall be consistent with Florida Statutes, Florida Board of Governors, FSUBOT-UFF Collective Bargaining Agreement, and the policies of the Florida State University.

- a) Promotion to the rank of Associate Professor shall be based upon clear evidence of scholarly or creative accomplishment and recognized standing in the fields of Criminology or Criminal Justice as attested to by letters from at least three competent scholars from institutions other than Florida State University.

- b) Promotion to rank of Professor shall be based on demonstration of superior scholarship or creative accomplishment and recognized standing in the fields of Criminology or Criminal Justice as attested to by letters from at least three competent scholars from institutions other than Florida State University.
- c) Five years in rank is normally accepted as the minimum period of time for establishing eligibility for promotion to the ranks of Associate Professor and Professor. However, early promotion is possible on the basis of exceptional performance. Promotion shall not be considered as automatic upon completion of any specific period of service.

E. Criteria for Promotion of Specialized Faculty. *Describe college-specific criteria for promotion of specialized faculty (beyond university policy).*

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Additional information can be found in the College's written promotion and tenure criteria and the Florida State University Faculty Handbook J.2(b).

VII. Appendix (optional – add as many as necessary or delete if this section is not used)

A.

ARTICLE VII: GRADUATE FACULTY STATUS

Members of the graduate faculty of the College of Criminology and Criminal Justice with Graduate Faculty Status are authorized to teach all graduate-level courses, sit on all graduate-level committees, chair all graduate student committees, and to participate fully in all components of graduate education, research, and service. Members are expected to engage actively in graduate education through teaching, mentoring, and research supervision. They should be current in their fields and show evidence of research resulting in peer-reviewed publications or equivalent work. All tenure-earning and tenured members of the College are eligible to be nominated for Graduate

Faculty Status provided they hold a Ph.D. or its equivalent and have proven expertise in the teaching area. Specialized Faculty of the College are eligible to be nominated for temporary Graduate Faculty status provided they hold a Ph.D. or its equivalent and have proven expertise in the teaching area. Determination that the criteria have been met for a faculty member to be nominated requires two-thirds majority vote of the College's faculty who hold Graduate Faculty Status. In addition, appointment to the Graduate Faculty requires the approval of the Dean and Dean of the Graduate School. Graduate Faculty Status can be rewarded upon arrival at Florida State University.

B.

ARTICLE XI: SUPPLEMENTAL SUMMER APPOINTMENTS

The College Faculty have developed written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner. Please refer to the College's Policy for Supplemental Summer Teaching Appointments for details.

College of Criminology and Criminal Justice's summer supplemental appointment criteria

The University criteria for supplemental summer appointments are covered in Article 8.5(b) of the Collective Bargaining Agreement and require each unit to post written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner. The College seeks to support all requests for summer appointments, but if summer funding is insufficient, appointments will be made according to the College's criteria and to the Collective Bargaining Agreement.

The factors that the assigning authority shall consider may include but shall not be limited to the following: the budgeted resources available to the College; the academic needs of students and/or the students' demands for programs; the programmatic needs of the College; and the qualifications of the faculty members available to teach the courses deemed necessary to be offered during the summer.

A rotation list will be used that prioritizes faculty members, including non-tenure track, who were passed over for teaching in previous summers (i.e., requested a teaching slot but were turned down) and who best fit the teaching needs of the College. The rotation list will not override consideration of other factors, including those listed in the Collective Bargaining Agreement.

University requirement that there be a written policy on summer teaching appointments (<http://facultyhandbook.fsu.edu/section5.html>; accessed 09/17/2010)

In addition to the academic year assignment given to nine-month contract faculty members, a supplemental summer assignment may be given. The supervisor who has the responsibility for making annual assignments of responsibilities for faculty also has the responsibility for making supplemental summer assignments. Supplemental appointments will be offered in accordance with departmental/unit written criteria and rotation policy in a fair and equitable manner.

Available supplemental appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The University criteria and the department/unit criteria and rotation policy shall be posted in each department/unit.

The following University criteria should be considered in selecting faculty to be offered supplemental summer appointments:

- * Available supplemental offerings funded from the University's supplemental summer allocation to colleges are intended specifically to reflect and fulfill the academic needs of students. Supplemental funds are provided primarily to support the teaching programs of the departments and are not generally available for other activities.
- * In making such appointments, the assigning authority should consider, but not be limited to, the following factors: the academic needs of students and/or the students' demands for programs; the budgeted resources available to the department; the programmatic needs of the department; and the qualifications of the faculty members available to teach the courses deemed necessary to be offered during the summer.
- * Supplemental summer assignments shall be offered to qualified faculty members before anyone who is not a faculty member.
- * As soon as practical, the assigning authority will notify each faculty member regarding the department's plans for the supplemental summer program. Each faculty member will be requested to indicate in writing if he or she is interested in receiving a supplemental appointment and, if appropriate, state course assignment preferences for the supplemental appointment. The faculty members' responses will be considered by the assigning authority when making the assignments.
- * A faculty member who obtains his or her own summer employment (e.g., a research grant or other award) shall not be omitted from the consideration for subsequent supplemental appointments because of such employment.
- * No final commitment for an appointment to be funded from the University's supplemental summer allocation shall be made until the department's final allocation is confirmed, typically in April.

C.

Florida State University College of Criminology and Criminal Justice Performance Evaluation Criteria Guidelines

The Collective Bargaining Agreement between the Florida State University Board of Trustees and the United Faculty of Florida was ratified on December 23, 2010 and can be found at <https://hr.fsu.edu/PDF/Publications/UFFAgreement-CBA-2016-19.pdf>. Article 10, *Performance Evaluations*, Section 10.4 (pg. 34) of the agreement contains procedures including the annual evaluation process, merit evaluation, promotion and/or tenure process for tenure-track, regular faculty members, and for non-tenure-track or specialized faculty members. **This document was written by the faculty of the College of Criminology and Criminal Justice and contains both College-specific criteria and summaries of UFF Agreement criteria pertinent to the College.**

I. Annual Evaluation

a. General Criteria. The annual performance evaluation shall be based only upon assigned duties, and shall carefully consider the nature of the assignments and quality of the performance in terms, where applicable, of:

1. Teaching, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, practical experience, and direct consultation with students. The evaluation shall include consideration of teaching effectiveness as demonstrated by the instructor's SPOT/SUSSAI ratings, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students. The evaluation shall include consideration of class size and format and other University teaching duties. Please refer to section 2a, part 1, for specific examples.

2. Research, including contribution to the discovery of new knowledge and other forms of creative activity. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research, funding applications, and other creative contributions during the period under evaluation. Please refer to section 2a, part 2 for specific examples.

3. Service, including consideration of contributions to: the orderly and effective functioning of the College and/or the total University, including participation in regular College meetings; the University community, including participation in the governance processes of the institution through significant service on University committees and councils, in UFF activities, and in Faculty Senate activities; the local, state, regional, and national communities; and scholarly and professional associations, including participation workshops, service on local, state, and national governmental boards, agencies, and commissions; other assigned University duties, such as academic administration. Please refer to section 2a, part 3, for specific examples.

For regular faculty, additional examples of information to be submitted for annual evaluation can be found within the teaching, research and service paragraphs under Section 2a of this document. For specialized faculty, additional examples of information to be submitted for annual evaluation can be found within the projects, reports and applications, and presentations paragraphs under Section 2b of this document.

b. Faculty to be Evaluated, other than those on a personal leave of absence and those not being reappointed who have received a notice of non-reappointment or are not entitled to receive a notice of non-reappointment, must be evaluated annually during the Spring Semester based on assignment of responsibilities for the preceding calendar year and the Evidence of Performance report submitted by the faculty for the preceding calendar year. For faculty members who have been employed at the University less than that period, the annual evaluation shall take into account their performance since the start of employment at the University.

The faculty member's history of annual evaluations shall be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

c. The Evaluator will normally be the Dean of the College in which the faculty member holds an appointment at the time the evaluation is performed. Faculty members holding concurrent appointments in more than one unit shall be evaluated by the administrators of each unit in which they hold an appointment. Faculty members earning tenure in a unit in which they do not hold an appointment shall also be evaluated by the administrator of the unit in which they are earning tenure.

Each evaluator shall be familiar with the provisions of the Collective Bargaining Agreement, any applicable Florida Statutes and Board policies, and the department/unit criteria and procedures specified in the document for the annual evaluation of faculty. Those persons responsible for supervising and evaluation shall endeavor to assist the person being evaluated in correcting any performance deficiencies reflected in the evaluation.

d. Sources. In preparing the annual evaluation, the Dean, or other administrator(s), responsible for evaluating the faculty member may consider pertinent information from the following sources: immediate supervisor, Peer Merit Evaluations (see Section II), peers, students, faculty member/self, other University officials who have responsibility for supervision of the faculty member, and individuals to whom the faculty member may be responsible in the course of a service assignment.

The faculty member, if assigned teaching duties, shall be notified at least two weeks in advance of the date, time, and place of any direct classroom observation or visitation made in connection with the faculty member's annual evaluation. If the faculty member determines that this date is not appropriate, the faculty member and the person(s) responsible for performing the observation or visitation will mutually agree upon an alternate date. Upon request, a faculty member is entitled to an evaluation of teaching based on direct observation or visitation by one or more peers. Whenever a person conducts a classroom visit for the purpose of evaluation, a report of their observations must be submitted to the faculty member within ten working days of the observation. Otherwise, nothing from the visit may be used in the evaluation process. The report must suggest corrective actions for any shortcoming that is identified. No corrective actions that impinge upon academic freedom may be suggested. The faculty member may reply to the report and have the reply attached to the report.

e. Evidence of Performance. The Dean, or other administrator, responsible for the annual evaluation, shall request each member of the faculty to submit to them, annually, a report of Evidence of Performance (EOP) in teaching, research or creative activities, service and other University duties where appropriate. This report shall be submitted after the end of each calendar year and shall cover the preceding calendar year. The report shall also include any interpretive comments or supporting data that the faculty member deems appropriate in evaluating their performance. Any materials required for the EOP report that depend on the University administration shall be provided to the faculty member no less than 14 days prior to the date upon which the report is due.

For regular faculty, examples of information to be submitted in the EOP report can be found within the teaching, research and service paragraphs under Section 2a of this document. For specialized faculty, examples of information to be submitted in the EOP report can be found within the projects, reports and applications, and presentations paragraphs under Section 2b of this document.

f. Annual Evaluation Summary Form. Please refer to the Collective Bargaining Agreement, Appendix F, page 134, for a copy of the Annual Evaluation Summary Form. The categories for this evaluation are: 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, and Not Observed.

g. Discussion. After completion of the Annual Faculty Evaluation Summary Form, the evaluator will meet with and discuss the Summary with the faculty member concerned. The faculty member may attach to the Summary any statement he/she desires. In the case of an evaluation rating below "Meets FSU's High Expectations," the evaluator shall fully document the less-than-satisfactory performance prior to discussion with the faculty member. The evaluator shall propose to the faculty member in writing specific recommendations to assist the faculty member in achieving at least a "Meets FSU's High Expectations" rating and provide assistance and appropriate support for the implementation of the plan.

h. Performance Improvement Plan. A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be given a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations. The PIP shall be developed by the faculty member, in concert with their supervisor, and include specific performance targets and a time period for achieving the targets. The University shall provide for an appeals process to accommodate instances when the faculty member and the supervisor cannot agree upon the elements to be included in the PIP. In the event that the faculty member and their supervisor cannot agree upon the elements to be included in the PIP, the faculty member may appeal to the Provost and Executive Vice President for Academic Affairs. The PIP shall be approved by the President or representative.

Specific resources identified in an approved PIP shall be provided by the University. The supervisor shall meet periodically with the faculty member to review progress toward meeting the performance targets. It is the responsibility of the faculty member to attain the performance targets specified in the PIP.

i. Provision for Appeal. If a faculty member is dissatisfied with the Faculty Evaluation Summary, the faculty member may register their disagreement in writing. For additional details on appeal process, please see Section 10.7 (pg. 38) of the UFF Agreement.

II. Merit Evaluation Criteria for Regular and Specialized Faculty

Peer Merit Evaluations are conducted each Spring semester based upon the prior calendar year in conjunction with the Performance Evaluation Criteria Guidelines created by the College faculty. This evaluation determines meritorious performance of all faculty members for the distribution of funds allocated for merit-based salary increases. The regular ranked faculty as a whole shall assess materials submitted by regular ranked faculty for merit salary increases. Specialized faculty as a whole shall assess materials submitted by specialized faculty for merit salary increases.

a. Merit for Regular Faculty shall be judged according to performance in three major areas of faculty activity, teaching, research, and service, taking into account both quantity and quality of work. The following information shall be used in assessing performance, whenever relevant.

1. Teaching. Development of new courses; writing of course guides; supervising of Directed Independent Study projects, honors theses, area papers, master's theses, and doctoral dissertations; serving as a member of master's and doctoral committees; teaching innovations, including computer and distance learning innovations; extra time spent on course work with students; ratings on SUSSAI forms or similar evaluative documents; reputation and informal assessment by students; and evidence concerning other teaching-related activities.

2. Research. Authored book, not a textbook, published by a major publisher of scholarly work; authored book, not a textbook, published by a non-major publisher of scholarly work; article published in a major refereed journal; research grant received from a national, international agency or private foundation; research grant received from state or local agency; textbook, first edition; textbook, revised edition; article published in a non-major refereed journal; national award for scholarship; book chapter or article published in a proceeding; editing of a book; limited circulation monograph; article in a non-refereed scholarly journal; articles accepted for publication; articles granted a revise-and-resubmit; editing of an issue of a scholarly journal; report to a granting agency; paper presented at a scholarly conference, national or international; paper presented at a scholarly conference, regional, state, or local; reprinted paper; limited circulation paper; book review; conference presentation that did not involve a paper; award or recognition by the academic or professional community. **Note: consideration includes whether the faculty member was sole author, the number in each category, as well as the quality or prestige of the publication outlet.**

3. Service. Advising of students other than course-related consultation; service as chair or member of College, University, or professional association committees and other similar activity; service as an officer of a criminology/criminal justice-related professional association; service as faculty advisor to student organizations; service as

editor, referee, or editorial consultant to professional journals or publishers; service as grants consultant to granting agencies; service as a chair or discussant for panels at professional meetings; service organizing conferences; reviewing promotion/tenure applications outside the University; consultation with governmental bodies; public testimony before legislative bodies; activities educating the public, such as public speeches, articles in the popular press, and print, television or radio interviews; unpaid assistance on crime- and criminal justice-related matters to community groups; and evidence concerning other service-related activities.

b. Merit for Specialized Faculty shall be judged according to performance in three major areas of faculty activity, teaching, research, and service, taking into account both quantity and quality of work. The University requires that all faculty members shall be reviewed for merit. The following information shall be used in assessing performance, whenever relevant.

1. Teaching. Preparation and/or participation in presentations, meetings, trainings and/or conferences; committee work; courses taught; guest lectures; other assignments.

2. Research. Annual reports; project reports; project applications; project work; journal articles; other external publications or documents; book publications; data analyses; data management; survey development; other assignments.

3. Service. Committee work; service as a chair or discussant for panels at professional meetings; service organizing conferences; administrative duties; supervisory responsibilities; consultation with governmental bodies; public testimony before legislative bodies; activities educating the public, such as public speeches, articles in the popular press, and print, television or radio interviews; other assignments.

c. Material to be Submitted. Each faculty member shall submit to the Dean the following material covering the evaluative period: a completed Evidence of Performance Form summary of teaching, research and service activities as specified above; and any other material candidates feel is relevant to assessing their performance. Typically, little more would be involved than providing a second photocopy of materials submitted to the Dean for purposes of the Annual Evaluation.

d. Rating and Determining Merit Distribution. Each faculty member, regular and specialized, shall assign ratings to each faculty member within the same grouping, except themselves, in the areas described in sections a and b. Each rating faculty member shall assign one of the following ratings (adapted from the 2014 Annual Evaluation categories) in each of the three areas listed above:

4 = Substantially Exceeds FSU's High Expectations

3 = Exceeds FSU's High Expectations

2 = Meets FSU's High Expectations

1 = Official Concern

0 = Does Not Meet FSU's High Expectations

The ratings shall be averaged over faculty members submitting assessments, yielding an

average score in each of the three areas. To determine each faculty member's merit score, the average score in the research category is multiplied by four, the average score in the teaching category is multiplied by three, and these two products are added to the average score in the service category (i.e. weights of 4, 3, and 1 respectively, for research, teaching, and service). To determine each faculty member's share of any merit increase funds made available that year, the merit scores for all faculty applying for merit salary increases are then summed, and each faculty member's share of merit funds is computed as their merit score divided by the sum of the individual faculty merit scores.

This determines the recommended share of the pool of merit money available for the next year's salaries. The Dean shall then multiply these recommended shares times the available pool of merit money (if any is allocated that year) to determine actual dollar amounts of merit raises.

f. Evaluation Period. Merit ratings shall apply only to activities performed during the immediately preceding calendar year and scholarly publications and manuscripts with publication dates within this time period. For example, for merit evaluations carried out in spring 2014, activities shall be relevant to evaluation if they date to the calendar year 2013. The single exception for this rule shall be in connection with published authored books. Because they represent so substantial an investment of time, they may be considered in merit evaluations for two additional years beyond the year of their original publication, i.e. for three years total.

g. Notification and Appeals. The Dean shall, no later than 14 days after the last day of classes of the Spring semester, notify by mail each faculty member as to their recommended share of the merit increase money, and the three ratings that went into the recommendation. If they choose, faculty members may then submit to the Dean a written appeal that states their reasons for believing their merit increase was unfair, and requesting reconsideration. The appeal must be filed no later than 10 days after the date the notification was mailed. The Dean and the faculty shall consider the appeal, meet with the appellant, and inform them of the decision no later than 21 days after the date the original notification was mailed.

III. Promotion and/or Tenure Criteria and Procedures

a. Promotion and/or Tenure for Regular Faculty. Promotion and/or tenure in tenured and tenure-earning ranks is attained through meritorious performance in teaching, research and other scholarly or creative activities, and service. When first employed, each faculty member shall be apprised of what is expected of them, generally, in terms of teaching, research and other creative activities, and service, and if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

The College shall have an elected faculty Promotion and Tenure Committee with seven tenured faculty members. The Committee shall be charged with the responsibility of receiving and reviewing the records of all prospective candidates in the College and of recommending action on the nomination of each candidate. The Dean is not eligible to be on the College Promotion and Tenure Committee provided that there are at least seven members of the faculty who are tenured and therefore eligible to be on the College Committee. The Committee is to consider all faculty members below the rank of tenured full professor for

promotion or tenure, or both, if applicable, each year. Faculty members do not apply for promotion or tenure.

Each faculty member shall be informed of their prospective candidacy, have an opportunity to assist in preparing the folder and add any relevant information prior to review by the departmental committee, and be informed in writing of the results of the secret ballot vote at each level of review. For each eligible candidate, the Dean prepares a nomination binder for promotion or tenure with the participation of the faculty member unless the candidate withdraws from consideration. There shall be only one binder if a faculty member is being recommended for both promotion and tenure. The Dean has the responsibility to see that the promotion and tenure binders are prepared in compliance with established requirements and the material in the binders organized according to the detailed instructions from the University Promotion and Tenure Committee indicated in the annual memorandum on the promotion and tenure process from the Dean of the Faculties. Any binders not meeting established requirements shall be returned to the Dean; the Dean and the candidate shall have five days to comply with established procedure.

The promotion and/or tenure binder shall include: professional vita; assigned duties; courses taught; evidence of teaching effectiveness, scholarly activity, and service; annual evaluations; and letters of recommendation. A detailed description of materials shall be provided in the instructions for preparing binders from the University Promotion and Tenure Committee. These instructions shall be contained in the annual memorandum on the promotion and tenure process from the Dean of the Faculties, such as that issued in the Spring of 2006. Appropriate materials may be selected or abstracted from the faculty member's one evaluation file for purposes of promotion and tenure, as long as the affected faculty member is informed of the selection for the promotion and tenure file. Any evaluation of a faculty member placed in the promotion and tenure file shall become a part of the faculty member's one evaluation file.

The College Committee's work should be so timed that all recommendations with accompanying binders are submitted to the Dean of the Faculties for the University Promotion and Tenure Committee by the date specified in the annual memorandum on the promotion and tenure process from the Dean of the Faculties. Once the College committee has reviewed a binder, no material may be added to or deleted from the binder except under the conditions specified in Articles 14 and 15 of the UFF Agreement. This means that after the binder leaves the College Committee it is complete and no materials can be added to it under normal circumstances, except that the Dean may place a letter of evaluation on the record of achievement as reflected in the binder. The Dean shall submit the binders of all candidates, except those withdrawn by a candidate, to the University Promotion and Tenure Committee through the Office of the Dean of the Faculties with a report of the College Committee's recommendations and their recommendations.

The University shall have an elected promotion and tenure committee of tenured faculty charged with the responsibility of receiving and reviewing all binders reviewed by the College Committees and of recommending action to the Vice President for Academic Affairs. Deans are not eligible for election to the University Promotion and Tenure Committee. The Vice President for Academic Affairs shall submit all binders to the President with a report of the University committee's recommendations and their recommendations.

A promotion and tenure committee at any level may withhold a recommendation if, in its judgment, there has been noncompliance with established procedure or the binder does not contain required information and materials or does not contain adequate information. If the withholding is by the College Committee, the Dean and the prospective candidate shall have

five days to comply with established procedure or add requested material and documentation prior to final recommendation of the Committee. A statement of committee action and all resultant changes in the binder must be recorded on the summary cover sheet. Upon completion of review and recommendation, the promotion and tenure committee at each level should inform the appropriate official of any inadequacies in procedure and in the composition and documentation of the binders.

If any faculty member is denied promotion and/or tenure, he or she shall be notified in writing by the appropriate administrative official, as soon as possible, of that decision. Upon written request by a faculty member within 20 days of the faculty member's receipt of such decision, the University shall provide the faculty member with a written statement of the reasons that the promotion and/or tenure was denied.

i. Promotion decisions are not merely a totaling of a faculty member's annual performance evaluations. Rather, the University, through faculty and administrative review, assesses the faculty member's potential for growth and scholarly contribution, as evidenced by the faculty member's record, as well as past meritorious performance. Promotion in the tenured and tenure-earning ranks is attained through meritorious performance in teaching, research or other scholarly activities, and service. Promotion in other faculty classifications is attained through meritorious performance of duties in the faculty member's present position. Administrators who are being considered for promotion must qualify on the basis of the criteria as stated in this article rather than on the basis of their administrative duties. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be 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. For promotion to Associate Professor, the expectation has been that the candidate clearly is becoming recognized nationally (or internationally) as a scholar or creative artist in a field; for Professor it is that the candidate now has become so recognized. The promotion decision shall take into account the following: Annual evaluations; annual assignments; fulfillment of the College promotion criteria, as related to the candidate's assignments; whether, pursuant to Article 9 of the UFF Agreement, the candidate has been provided equal opportunities, in relation to other faculty in the same department, to meet the promotion criteria.

1. Promotion to the Rank of Associate Professor shall be based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession as attested to by three letters from outstanding scholars outside the University.

2. Promotion to the Rank of Professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality and recognized standing in the discipline and profession as attested to by three letters from outstanding scholars outside the University.

ii. Tenure is one of the principal means by which the quality of the University is

maintained and developed and is an indispensable element of any university of quality. Institutions of higher education are conducted for the common good. The common good depends upon the unfettered search for truth and its free exposition. Academic freedom and tenure exist in order that society may have the benefit of honest judgment and independent criticism. Tenure is a condition attained by a faculty member through exemplary teaching, research and other creative or scholarly activities, service, and contributions to the University and to society. A faculty member shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. With the approval of the Dean, a faculty member may be considered for tenure during their fifth year of continuous service. The criteria for tenure shall be identical to the criteria applied to faculty members who are considered in their sixth year. By the end of six years of tenure-earning service at the University, including time credited as tenure-earning service at the time of appointment, a faculty member eligible for tenure shall either be awarded tenure by the President and reported to the Board or given notice that further employment will not be offered pursuant to Article 12 of the UFF Agreement. The number of years of credit for prior service may not be more than two years for a faculty member hired as an assistant professor, not more than three years for a faculty member hired as an associate professor, and not more than four years for a faculty member hired as a professor. Where a faculty member is credited with tenure-earning service at the time of initial appointment, all or a portion of such credit may be withdrawn, one time, by the faculty member prior to such time that the faculty member becomes eligible to be considered by the College Promotion and Tenure Committee. A faculty member may request an extension of the tenure-earning period for one year with the approval of the Dean, due to qualifying personal circumstances, before being considered for tenure. Personal circumstances include, but are not limited to: childbirth or adoption; personal injury or illness; care of ill or injured dependents; elder care; or death of a closely related family member resulting in the need for extended dependent care. One year of tenure-earning service shall mean employment during at least 39 weeks of any 12 month period, beginning with the Fall term. Employment for one semester, or its equivalent, shall count as one-half year of tenure earning service. Part-time service of a faculty member employed at least one semester in any 12 month period shall be accumulated. For example, two semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service. Contingent upon a written agreement between the faculty member and the Board, time spent by a faculty member under joint appointment or exchange on a duly established personnel exchange program of the University, or on a special assignment for the benefit of the University, shall be counted toward the fulfillment of eligibility for tenure. The decision to award tenure to a faculty member shall be a result of meritorious performance of assigned duties and responsibilities and shall be based on established criteria specified in writing by the University. Those assignments should be made with full knowledge of the applicable promotion and tenure criteria. The decision shall take into account the following: annual evaluations; annual assignments; the needs of the College and University; the contributions of the faculty member to the College; and the contributions the faculty member is expected to make to the institution. Tenure decisions shall be based on the faculty member's performance. Faculty members with the rank of Associate Professor and Professor shall be eligible

for tenure. Already-tenured faculty members in other positions, if any, shall continue to hold tenure. Non-tenured faculty members in the ranks of Assistant Professor, Associate Professor, and Professor shall be tenure-earning. Tenure shall be in an academic department/unit and shall not extend to administrative appointments. For a faculty member appointed to a tenure-earning position, the number of years of credit for prior tenure-earning service that will count toward the faculty member's eligibility for tenure shall be agreed upon in writing at the time of employment. Faculty members are normally considered for tenure during the sixth year of service in a tenure-earning position, including any prior service credit granted at the time of initial employment or any visiting time agreed to count as tenure-earning. A faculty member may be considered for early tenure during the fifth year of tenure-earning service provided she or he has submitted a written request and obtained the Dean's approval for consideration, which will be placed in the promotion and tenure binder. The criteria for awarding tenure shall be the same as those for promotion to the rank to which the candidate is being considered for promotion or the rank held by the candidate if the candidate is not being considered for promotion. Tenure, however, is guaranteed neither by promotion nor by previous attainment of the rank of Associate or Full Professor. Nominations for tenure shall include the results of a secret ballot poll of the tenured faculty in the College. The secret ballot is taken at a meeting of the tenured faculty of the College after the College committee has its recommendation regarding whether the faculty member should be awarded tenure. A faculty member who has been granted tenure shall have the status of a permanent member of the faculty and remain in the employment of the University, guaranteed annual reappointment for the academic year, until the faculty member: voluntarily resigns; voluntarily retires; is terminated for just cause in accordance with the provisions of Article 16 of the Collective Bargaining Agreement; or is laid off pursuant to the provisions of Article 13 of the Collective Bargaining Agreement.

iii. Withdrawal from Consideration. A faculty member being considered for promotion and/or tenure may withdraw from consideration at any level without prejudice within five working days of being informed of the results of the secret ballot vote.

iv. Transfer of Tenure. When a tenured faculty member is transferred to another department/unit within the University, the faculty member's tenure shall be transferred to the new department/unit. Such transfer shall be subject to the approval of the tenured faculty in the new department/unit.

v. Tenure upon Appointment. Tenure may be granted to a faculty member by the President at the time of initial appointment, subject to review and recommendation by the College and a subcommittee of the University Promotion and Tenure Committee, with final approval by the President.

b. Promotion for Specialized Faculty. Specialized faculty that hold rank below the highest level in the occupied track are eligible for promotion. Although the period of time in a given level is normally five years, demonstrated merit, not years of service, shall be the guiding factor in determining eligibility. Promotion shall not be automatic, nor may it be regarded as

guaranteed upon completion of a given term of service. Early promotion may be possible where there is sufficient justification. In those cases, an explanation for early promotion must be included in the Dean's letter.

The number of years of credit for prior service may not be more than two years for a faculty member hired at the first level and not more than three for a faculty member hired at the second level. No more than two years in visiting status may count towards promotion for a faculty member hired at the first level, and no more than three years in visiting status for a faculty member hired at the second level. These details should be specified at the time of hire.

i. Promotion. Promotion for specialized faculty is attained through the meritorious performance of assigned duties in the faculty member's present position.

j. Specialized Faculty with Administrative Duties. Specialized faculty who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable level. 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 due to 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.

k. Withdrawal from Consideration. The candidate may withdraw their file within five working days of being informed of the results of the secret ballot vote of each level of review, regardless of the results of the vote. If a candidate chooses to withdraw, they must notify in writing, through their supervisory chain, the Office of the Vice President for Faculty Development and Advancement.

IV. Annual Progress toward Promotion and/or Tenure Appraisals

Regular and specialized faculty members eligible for promotion and/or tenure shall be apprised annually in writing of their progress toward promotion and/or tenure by the College Promotion and Tenure Committee each Spring. The Committee may ask faculty members to facilitate its preliminary review by submitting a detailed progress toward promotion and/or tenure binder which may include but is not limited to a professional vita, reports of demonstrated effectiveness in teaching, and evidence of research progress (e.g. article reprints, articles in press, letters from editors, publishing contracts, etc.). The candidate may also submit such additional information as he or she feels would be helpful to the Committee in preparing its preliminary recommendation. The appraisal shall be included in the annual evaluation. The faculty member may request, in writing, a meeting with the Dean to discuss concerns regarding the promotion appraisal that were not resolved in previous discussions with the evaluator.

Annual letters of evaluation, including the faculty member's progress toward tenure and/or promotion (if eligible) shall be attached to the Annual Faculty Evaluation Summary Form in order to provide specific feedback to the faculty member. Beginning with the Spring 2006 evaluations, the progress toward promotion and/or tenure appraisals attached to the annual evaluations must be included in the promotion and/or tenure binders submitted. At the discretion

of the candidate, prior progress toward promotion and/or tenure appraisals may be included.

VII. Effective Date

This policy statement replaces all previous College of Criminology and Criminal Justice Statements and shall be effective immediately upon approval by both the Faculty of the College of Criminology and Criminal Justice and the University President or representative. Any of the elements of the policy described herein may be amended by majority vote of the faculty if at least two thirds of the faculty votes on the proposed amendment.

ADOPTED by vote of the College of Criminology and Criminal Justice faculty in regular session on February 23, 2007.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on February 1, 2013.

AMENDED, by unanimous vote of the College of Criminology and Criminal Justice Faculty in regular session on September 16, 2016.

AMENDED, to maintain compliance with Collective Bargaining Agreement changes September, 2019.