

**Department of Risk Management/Insurance, Real Estate and Business Law
College of Business, Florida State University**

BYLAWS

Adopted, September, 2006

Revised, January, 2008

The purpose of the following is to provide a general framework for the operating procedures for the Department.

Section A: Faculty Membership and Voting Privileges

The faculty of the Department of Risk Management/Insurance, Real Estate and Business Law (*the Department*) shall consist of those persons holding full-time rank of assistant in, associate in, assistant professor, associate professor or professor in the Department.

The voting membership of the Department is defined as the department chair and all full-time members of the faculty who are assigned and evaluated by the department chair. Upon nomination and majority approval of the full-time faculty, the department chair may appoint other faculty (e.g., associate deans, visiting or part-time faculty) who have teaching assignments within the Department to voting membership.

Section B: Jurisdiction

The faculty shall be the basic legislative body of the Department. Subject to the Constitution of the Florida State University (*the University*), the rules of the Board of Trustees, and the Bylaws and policies of the College of Business (*the College*), it shall determine the policies, requirements, curricula, and course offerings for the academic programs within the Department.

The faculty may reflect and deliberate any issue of general interest to the University, College, or Department and make recommendations to the appropriate officer or body.

Section C: Meetings

The faculty shall meet at least once during the academic year at the call of the department chair. The department chair, or his or her designee, shall be the presiding officer.

Special sessions may be held at the call of the department chair or at the written request of at least four members 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 e-mail ballot.

Section D: Department Organization and Committees

The Department is organized into three curricular groups:

- (1) Risk Management/Insurance,
- (2) Real Estate and
- (3) Business Law.

The department chair, appointed by the dean of the College of Business in consultation with the department faculty, serves as the chief administrator of the Department. The department chair may at his or her discretion designate other appointees (e.g., program director or coordinator) to effectively administer specific programs within the Department.

The following committees shall be established and empowered. Each of the committees shall meet at least once during the academic year.

Risk Management Program Curriculum Committee: This committee consists of all faculty having assignments within the risk management/insurance program. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate risk management/insurance program curricula. 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 meetings shall be maintained by the committee and filed with the Department.

Real Estate Program Curriculum Committee: This committee consists of all faculty having assignments within the real estate program. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate real estate program curricula. 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 meetings shall be maintained by the committee and filed with the Department.

Business Law Curriculum Committee: This committee consists of all faculty having assignments within the business law area. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate business law curricula. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of course requirements. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the Department.

Promotion and Tenure (P&T) Committee: This committee consists of three full-time tenure-track faculty members, with one from each of the Risk Management/Insurance, Real Estate and Business Law curricular areas. Generally, all members shall be tenured; however, consistent with the University policies, non-tenured faculty may hold membership on this committee as long as tenured faculty members comprise a majority.

The department chair shall initiate a secret ballot poll at the beginning of the academic year, requesting each faculty member to vote for not more than three individuals to serve on the committee. The individuals receiving the highest number of votes shall constitute the committee, with the requirement that a majority must be tenured and each curricular area represented. In the event of a tie vote, the department chair will select the final member(s) from among those tied. The department chair, administrative faculty and any faculty members being considered for promotion and / or tenure are not eligible to serve on this committee.

The P&T Committee chair shall be selected by majority vote of the committee. The P&T Committee chair, or his or her designee from the committee, shall serve as the department representative on the College Promotion and Tenure Committee.

The P&T Committee shall consider all faculty members below the rank of full professor for promotion or tenure, or both, if applicable, each year. In addition, as part of the promotion and tenure process, the P&T Committee shall conduct third-year faculty reviews.

Evaluations shall be conducted consistent with the promotion and/or tenure criteria and procedures of the University, the College and the Department (i.e., The Department of Risk Management/Insurance, Real Estate and Business Law – Faculty Evaluation Criteria).

Faculty Evaluation Committee (FEC): This committee consists of the members of the department P&T Committee and two additional full-time voting faculty members elected by the department faculty. The FEC Chair may be selected by majority vote of the committee if needed.

The FEC is responsible for conducting annual peer evaluations, peer teaching evaluations, sustained performance reviews and providing merit recommendations. All members of the FEC are expected to participate in the evaluation and to provide their recommendations directly to the department chair. The evaluations and recommendations of the FEC are to be considered by the department chair in the annual evaluation of each faculty member and in determining merit.

The FEC may also recommend to the department chair faculty deserving of special awards and/or recognitions of merit and achievement (e.g., named Professorships) within the university. Meetings of the FEC may be called by the FEC chair, the department chair or by at least three members of the FEC, with seven-day notice.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, the College and the Department (i.e., The Department of Risk Management/Insurance, Real Estate and Business Law – Faculty Evaluation Criteria).

Other Ad Hoc Committees: The department chair may establish ad hoc committees as the department chair deems necessary to conduct of the business of the Department (e.g., scholarship and faculty recruiting committees). The chair of an appointed ad hoc committee is selected by the department chair.

Section E: Amendments

These Bylaws may be amended at any meeting of the department faculty by two-thirds vote conducted by ballot where a quorum is present. The proposed amendments shall be submitted to each member of the faculty at least 14 calendar days prior to the meeting at which voting is to take place.

APPENDIX A
Department of Risk Management/Insurance, Real Estate and Business Law
Faculty Evaluation Criteria and Guidelines
(Adopted – March, 2007)

This document describes the criteria and procedures used by the Department of Risk Management/Insurance, Real Estate and Business Law for conducting faculty reviews for four distinct, but related purposes: (A) annual faculty evaluations and merit raise decisions; (B) third-year reviews; (C) promotion and tenure; and (D) other special recognitions and awards.

It is recognized that the evaluation criteria include both qualitative and quantitative aspects of performance that require judgment and interpretation by the department's Faculty Evaluation Committee (FEC) and other evaluators.

As outlined in the department Bylaws:

- The department's FEC conducts and makes recommendations regarding annual faculty reviews, peer teaching evaluations, sustained faculty performance reviews, merit raise decisions, and other meritorious recognitions.
- The department's P&T committee considers all faculty members below the rank of full professor for promotion and tenure process each year, and conducts all third-year faculty reviews.

The Department expects a faculty member to perform effectively in the areas of teaching, research and service. In evaluating faculty for promotion, tenure and merit raises, the Department will give due regard to the nature of the faculty member's assigned duties within the Department.

Annual evaluations and merit raise decisions are based on quality performance in the assigned duties of teaching, research, service and administration. The criteria used are consistent with the specific provisions delineated in the FSU Faculty Handbook and in the Collective Bargaining Agreement.

Section A. Annual Faculty Evaluations and Merit Raise Decisions

Annual evaluations of the faculty are conducted in the spring of each year. Each faculty member is asked to complete a faculty performance report summarizing his or her teaching, research, service and administrative accomplishments for the previous year, and to provide an up-to-date vita. These materials are used by the FEC and the department chair to help evaluate annual performance. Faculty will be notified at least two weeks prior to the date they are asked to submit their performance report.

Each member of the FEC shall individually review the information provided and recommend to the department chair an overall ranking (as well as specific rankings for teaching/advising, research and service) for each faculty member, except himself or herself. Faculty shall be ranked on a scale of 1.0 to 5.0; where 5.0 is excellent, deserving of high merit; 4.0 is very good, deserving of merit; 3.0 is satisfactory, deserving of merit if possible; 2.0 - marginal, where no merit is warranted; and 1.0 - poor, unacceptable performance.

In determining each faculty member's final annual ranking, the department chair shall consider the rankings of the FEC. The department chair shall meet individually with each faculty member in the spring to provide evaluative feedback. The department chair shall discuss any differences between the chair's final rankings and the average FEC ranking with the faculty member affected, and report the differences to the dean.

Merit raise decisions will be based on the average of the final annual performance rankings over the previous three years. Because the funds available for merit can change dramatically from year to year, no specific allocation method is adopted. If merit funds become available, the FEC will meet to recommend a distribution procedure to the department chair (e.g., merit if possible = \$x; merit = \$2x; and high merit = \$4x).

Section B. Third-Year Review

The third-year review is a more detailed evaluation for the purpose of providing additional feedback to tenure-earning faculty regarding their progress to date toward promotion and tenure.

All assistant professors are required to undergo a third-year evaluation beginning in the fall semester of their third year in rank. Evaluative materials are to be collected during the fall semester and submitted to the department's P&T Committee at the beginning of the spring semester. The preparation of these materials (i.e., binders) should follow the general guidelines for preparing promotion and tenure binders, except that outside letters are not required.

The department P&T Committee will review the binders during the spring semester and prepare a letter of recommendation to the candidate. The department chair will add his or her letter and forward the entire package to the dean. The dean, in consultation with the department chair, will make a decision regarding the provisions of renewal or non-renewal of the faculty member's contract.

Section C. Promotion and Tenure

These criteria, in addition to the criteria listed in the current Faculty Handbook and the current annual Promotion and Tenure Memorandum issued by the Dean of Faculties, constitute the minimum criteria used in the promotion and tenure process by the Department of Risk Management/Insurance, Real Estate and Business Law.

Promotion or Appointment to the Rank of Assistant Professor: The promotion or appointment to the rank of assistant professor shall be based on demonstrated competency in teaching, service, and the promise of scholarly development. Promotion shall be considered automatic upon completion of the doctoral degree, but full documentation shall be submitted with other promotion materials.

Promotion or Appointment to the Rank of Associate Professor: The promotion or appointment to the rank of associate professor shall be based on demonstrated effectiveness in teaching, scholarly research, service, and recognized standing in the discipline as attested by required letters from competent scholars outside the University.

Promotion or Appointment to the Rank of Professor: The promotion or appointment to the rank of professor shall be based on superior teaching, scholarly research, service, and recognized standing in the discipline as attested by required letters from competent scholars outside the University.

Criteria for Tenure: The criteria for tenure shall be the same as promotion criteria to the rank of associate professor or professor and, additionally, the faculty member shall demonstrate his or her ability to continue to make significant professional contributions to their discipline, the College, the University, and the academic community.

Section D. Other Special Recognitions and Awards

The FEC may, at its option, recommend to the department chair and/or dean faculty to receive special recognitions (e.g., professorships, fellowships, and directorships) and/or awards available through the Department, College or University.

APPENDIX B
Department of Risk Management/Insurance, Real Estate and Business Law
Summer Teaching Assignments
(Adopted – January, 2008)

Summer teaching assignments will be based on (1) the summer teaching budget allocated to the Department; (2) the course needs to facilitate our programs and accommodate student demand; and (3) faculty availability. Before making summer teaching assignments, the department chair will consult with each faculty member about his or her desire to teach and their expectations regarding their other 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. Doctoral students who have completed their first academic year in residence will be expected to carry a minimum one-course 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 redeveloped, an online graduate program course will be offered the first option to teach the course if it is required to be offered during the summer.

To encourage faculty to apply for external funding opportunities, the priority of summer teaching assignments is not affected by receiving teaching, research or service appointments (e.g., research contracts, grants, stipends, or fellowships) funded by public or private sources outside Florida State University.