

**STEVEN J. GREEN SCHOOL OF INTERNATIONAL  
AND PUBLIC AFFAIRS**

**Florida International University**

**CONSTITUTION**

**PREAMBLE**

This Constitution provides the structure of democratic governance for the Steven J. Green School of International and Public Affairs and its constituent units. It reflects a system of governance that is collegial, participatory, and representative of the diversity of our School, while ensuring departmental autonomy and integrity, and preserving the academic missions of the various units in the School. The relationship between our faculty who serve as administrators and our faculty who primarily teach and engage in creative activities and research should be one of mutual respect, trust, consultation, and cooperation. The need for timely, efficient, and judicious decision making by our faculty administrators is recognized. At the same time, in the interest of governance and collegiality the Faculty of the Steven J. Green School of International and Public Affairs reserves the right to comment upon, request clarification of, or recommend modifications to any administrative action taken by the School.

**ARTICLE I. TITLE, RESPONSIBILITIES AND RIGHTS**

A. The Steven J. Green School of International and Public Affairs, hereinafter “The School,” is a unit of Florida International University organized to develop and conduct curricula of study, engage in research and creative activities, and present candidates for degrees.

B. The Faculty of the School shall exercise control over the academic affairs of the School subject to the approval of the University President and the Board of Trustees. The Faculty of the School shall establish requirements of the School for entrance, graduation, and the form of degrees to be conferred. It shall determine the arrangement and content of curricula. It shall recommend to the University President the granting of degrees to those of its students who shall have fulfilled the requirements for degrees.

C. The Bill of Collective Rights and Principles of Governance adopted by the Faculty Senate of Florida International University is incorporated herein.

**ARTICLE II. SCHOOL ORGANIZATION AND GOVERNANCE**

A. The School includes all faculty contractually assigned to a Department of the School or to the Office of the Dean. The School shall be governed by the School Assembly, Council of Chairs and Directors, Office of the Dean, and constituent departments.

1. The Faculty of the School shall be organized into a School Assembly (hereinafter, “the Assembly”), a deliberative body that represents the interests of the faculty, serves as a policy-making body, and acts in an advisory capacity to the Council of Chairs and Directors (hereinafter, “the Council”), and the Dean of the School.
2. The Department Chairs and the Directors of interdisciplinary, degree-granting programs of the School shall be members of the Council, a deliberative body that represents the interests of the departments and programs, recommends policy, and acts in an advisory capacity to the Assembly and the Dean
3. The executive functions of the School shall be directed by the Office of the Dean. The Office of the Dean shall represent the interests of the School to the university administration, and shall oversee the allocation of resources within the School and its affiliated units.
4. The constituent units of the School, the departments, shall be responsible for the day-to-day implementation of the School’s mission.

B. Officers of the School.

1. The Dean. The chief executive and administrative officer of the School shall be the Dean. The Provost shall appoint the Dean. Concurrently with her/his appointment as Dean, the Dean must be tenured in one of the departments of the School.
  - a. The Dean shall support the academic culture and mission of the School as described in the Preamble of this Constitution, be responsible to the University President and the Provost for the administration of the School and shall be the agent of the faculty for the execution of educational policy.
  - b. The Dean shall have the authority to appoint Associate Deans from the School faculty, as she/he deems necessary to serve in the Office of the Dean. Associate Deans shall have a faculty appointment. Vacancies shall be announced to the faculty in a timely manner, and the Dean shall solicit nominations and self-nominations from among the School faculty. If no suitable candidate is identified, nominations and self-nominations shall be solicited from among the University faculty. Should no suitable candidate be identified, the Dean may initiate an external search in accordance with University policy and appropriate search and screen procedures.
  - c. The Dean shall provide regular reports to the Assembly, the Steering Committee of the Assembly, and the Council on matters of importance to the School, as requested.
  - d. The Dean may call special meetings of either the Council and/or the Assembly, after consulting with the President of the Council and/or the Chair of the Assembly, and shall be permitted appropriate time to address the respective bodies at all Assembly and Council meetings.

2. The Chair of the School Assembly. The Chair shall be elected by the Assembly during the last four weeks of the spring semester to serve for a two-year term, beginning August 1 of the year she/he is elected. The Chair shall preside at meetings of both the Assembly and the Steering Committee, and shall serve as the Assembly's representative to the Dean and the Council.

3. The Vice Chair of the School Assembly. The Vice Chair of the Assembly shall be elected by the Assembly during the last four weeks of the spring semester to serve for a two-year term beginning August 1 of the year she/he is elected. The Vice Chair shall serve as Parliamentarian of the Assembly and Steering Committee, and as Vice Chair of the Steering Committee. He/she shall preside at Assembly and Steering Committee meetings in the absence of the Chair.

4. The Secretary of the Assembly. The Secretary of the Assembly shall be elected by the Steering Committee from among its members at its first meeting of the year. The Secretary shall record and maintain the minutes of the Steering Committee and the Assembly; distribute the minutes of the Assembly to the School Faculty; with the Chair and Steering Committee, prepare and distribute the agenda of the Assembly; and supervise all voting by the Assembly.

5. The President of the Council of Chairs and Directors. The President of the Council shall be elected to a one-year term by the Council from among its members at its first meeting of the academic year. The President shall serve as the Council's representative to the Dean and the School Assembly, and with the Dean, set the agenda for meetings of the Council. The President may call special meetings of the Council.

6. The Vice President of the Council of Chairs and Directors. The Vice President of the Council shall be elected to a one-year term by the Council from among its members at its first meeting of the academic year. The Vice President shall serve as the Council's Parliamentarian. He/she shall preside at Council meetings in the absence of the President.

#### C. The School Assembly.

1. The Assembly provides a structure for faculty governance and participation on matters of importance to the School. These matters may include, but are not limited to:

- a. Development of curricula to enhance the educational mission of the School;
- b. Creation of an academic environment that encourages research and creative activities;
- c. Oversight of procedures to evaluate the Dean, and the Associate and Assistant Deans;
- d. Establishment of School committees and the election of members to at-large committees;
- e. Election of representatives of the School to the Faculty Senate and its standing committees;

- f. Consideration of policies recommended by the Council of Chairs and Directors; and,
- g. Any matter of academic and professional concern.

2. Membership.

a. Voting members of the Assembly shall be all those who are tenured, hold a tenure-earning appointment, or hold a regular full-time appointment as lecturer or instructor in the School. Regular full-time faculty who hold a joint appointment in one of the constituent Departments shall also be voting members. Retired faculty who previously qualified under this section and who are participating in a retirement program involving appointment at a minimum of 0.50 FTE per academic year shall be included as voting members.

b. The University President and the Provost are non-voting ex-officio members of the Assembly.

3. Meetings of the Assembly shall be called by the Chair of the Assembly in consultation with the Steering Committee. Special meetings of the Assembly may be called by the Dean after consulting the Chair of the Assembly.

4. The Assembly shall meet at least once each fall and spring semester, and may meet more often at the call of the Chair and the Steering Committee, or upon petition of the faculty in accordance with the By-Laws to this Constitution.

5. The Assembly may consider any matter that affects the School including, but not limited to, its educational mission; the integrity of its academic units and degrees; the professional development and creative and research activities of its faculty; the academic and creative performance of its students; administrative policies and decisions; and matters of faculty governance.

D. The Council of Chairs and Directors.

1. The Council serves as the representative body of the departments and interdisciplinary degree-granting programs of the School, and acts in an advisory capacity to the Assembly and the Dean. The Council serves as the primary interface between the Assembly and the Dean. The Council shall advise the Dean on any matter of concern to the School. It will address issues brought to it by the Dean and raise issues for the Dean's consideration.

2. Membership is limited to department chairs and directors of interdisciplinary degree-granting programs of the School. The Dean, Associate and Assistant Deans, and Assembly Chair and Vice Chair shall be ex-officio members.

3. Members of the Council may designate an alternate who may vote in the member's absence.

4. The Dean and the Council President, in consultation with each other, shall schedule regular Council meetings and set the agenda. If necessary, the Dean may call a special meeting of the Council after consulting with the Council President.

5. The Council may deliberate, seek information and receive regular reports from the Dean and his/her staff, consult with the Chair and Steering Committee of the Assembly, and with the support of a majority of its members, make academic policy recommendations to the Assembly. Recommendations adopted by the Council will be referred to the Steering Committee for consideration at the next Assembly meeting.

6. The Council may consider any matter that affects the School, including, but not limited to, administrative support and services; allocation of financial, human and material resources; organizational matters affecting the School; educational and student matters; the professional development and creative and research activities of the faculty; the academic and creative performance of students; matters of faculty governance; and any issue referred by the Dean, the Dean's representatives, or the Steering Committee of the Assembly.

E. Reorganization of the School and/or constituent units of the School.

1. Reorganization of the School and/or constituent units of the School is defined as any modification of established units, namely departments and interdisciplinary degree-granting programs, whether it is by creating new units, by combining all or part of existing units into new units, or by terminating units.

2. Proposed reorganizations of the School and/or its constituent units shall be referred to the President of the Council, the Chair of the Assembly, and all affected units in a timely fashion, such that faculty can provide meaningful input. Reorganizations require thorough and appropriate deliberation with advisory votes taken by the Council of Chairs and the Assembly, which may be transmitted to the Dean, Provost, University President, and the Board of Trustees. Reorganizations must comply with the Constitution and By-Laws of the Faculty Senate, and be approved by the University President and Provost.

### **ARTICLE III. DEPARTMENTS**

A. Departments shall be the basic foundational units of the School. The "Department" shall be defined as the collective of all tenured and tenure-earning faculty members, and those holding the rank of full-time instructor or lecturer, who are assigned by contract to the department or who have been granted joint appointment status.

B. Department Decisions.

1. Decisions by departments shall be made by a majority vote unless otherwise specified by university policy or by department policy adopted and published in accordance with Article III, Paragraphs B.2 (a-c), B.3, and D of this Constitution.

2. Departments may adopt policies that limit the voting eligibility of its membership by rank, by appointment status, or by issue.

a. Only tenured and tenure-earning members of the department may vote on policies that limit voting eligibility within the department. The adoption of any policy that limits voting eligibility requires an affirmative vote of two-thirds of all tenured and tenure-earning faculty members contractually assigned to the unit.

b. No department shall limit the voting rights of tenured or tenure-earning members who are present at department meetings.

c. Any policy that limits voting eligibility within the department must be submitted to the Office of the Dean and the Steering Committee of the Assembly upon its adoption.

3. Departments may adopt policies that permit proxy voting by members not present at meetings. Policies governing proxies must include a timetable for submitting proxy votes, the method by which proxy votes may be submitted and received, and must identify who will receive proxy votes and determine their validity under the department's policy. Department policy governing proxy voting must be submitted to the Office of the Dean and the Steering Committee of the School upon its adoption.

4. Department meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, or alternative rules as determined by department by-laws.

#### C. Department Chairperson.

1. The day-to-day activities of a department shall be conducted by the department faculty through a chairperson. The department chairperson shall be the representative and administrative officer of the department and shall have general responsibility for the activities of the department.

2. Chairpersons shall be nominated by majority vote of the faculty of their respective department and appointed in accordance with university policy and department governance as described herein.

3. The School's standard for unit governance in the context of leadership selection is one in which the faculty have the right to participate in a meaningful way in the selection of their chairperson. The Dean should normally afford great deference to the democratic processes and decisions of the department on all matters regarding the selection of chairpersons.

4. When there is a vacancy in the position of chairperson, the Dean shall initiate the selection process for a new chairperson by consulting with the respective department. This consultation will include consideration of the option of conducting an external search to seek an outside candidate.

5. When necessary, the department may nominate by majority vote of the faculty and the Dean may appoint an Acting Chairperson who may serve no more than one calendar year or until an election can be held to select a chairperson under Article III, Paragraphs C.2-4 of this Constitution.

6. Chairpersons will normally serve a term of four years, which may be renewed or extended following subsequent election by department faculty held in accordance with the By-Laws to this Constitution and department policy.

7. Chairpersons may be subject to a vote of “no confidence,” which shall serve as a recommendation to the Dean that the appointment be terminated in accordance with the By-Laws to this Constitution.

8. Chairpersons will be evaluated annually by their department and by the Dean. All members of the department, as defined in Article III, Paragraph A of this Constitution, may participate in the university’s evaluation process. If the department has its own internal evaluation process of the chairperson, the department’s evaluation of the chairperson shall be forwarded to the Dean not later than June 15, for the Dean’s consideration.

D. Department policies and procedures shall conform to the Constitution and By-Laws of the School.

#### **ARTICLE IV. INTERDISCIPLINARY CENTERS, INSTITUTES, AND PROGRAMS**

A. The Director of each of the School’s interdisciplinary centers, institutes, or programs that grant academic degrees or interdisciplinary certificates shall have a faculty committee of no fewer than five faculty members to advise and consult on academic matters. Faculty who hold formal appointments in the center, institute, or program, as evidenced by the terms of a Memorandum of Understanding or an offer letter, shall be invited to be members of the committee. Additionally, the committee may include tenured and tenure-earning faculty members, and those holding the rank of full-time instructor or lecturer, whose research and teaching interests are aligned with the academic degrees or interdisciplinary certificates offered by the center, institute or program. A majority of the committee shall be tenured or tenure-earning members of the faculty, and a majority of the committee shall be members of the School.

B. Constituent faculty are those whose research or teaching interests align with the unit’s mission.

C. Directors of Centers, Institutes, and Programs. The director shall be the representative and administrative officer of the unit and shall have general responsibility for the activities of the center, institute, or program. The director of a unit that grants academic degrees or interdisciplinary certificates shall consult regularly with the faculty committee.

1. The Dean, following a search and screen process that conforms to university policy, shall appoint directors of interdisciplinary degree-granting units. The School's standard for unit governance in the context of leadership selection is one in which faculty have the right to participate in a meaningful way in the selection of the director. The Dean should afford deference to the recommendations of the constituent faculty.

2. When there is a vacancy in the position of director for an interdisciplinary degree-granting unit, the Dean shall initiate the selection process for a new director by consulting with the faculty committee. This consultation will include consideration of the option of conducting an external search to seek an outside candidate.

3. Directors shall be appointed to no more than a four-year term, which may be renewed or extended. Prior to renewing or extending a director's term, the Dean shall solicit an evaluation of the director from the faculty committee.

4. The Dean shall evaluate directors of interdisciplinary centers, institutes, and programs annually. The faculty committee of units that grant degrees or interdisciplinary certificates may provide the Dean with an evaluation of the director not later than June 15, for the Dean's consideration.

D. Unit policies and procedures shall conform to the Constitution and By-Laws of the School, the Constitution and By-Laws of the Faculty Senate, University Policies and Procedures, and the UFF-FIU Collective Bargaining Agreement.

## **ARTICLE V. COMMITTEES**

### A. Steering Committee.

1. The Steering Committee shall be an at-large committee elected by the Assembly in accordance with the By-Laws of this Constitution. The Chair and Vice-Chair of the Assembly shall be ex-officio members.

2. The Steering Committee shall schedule and issue calls for meetings of the Assembly; prepare the agenda for Assembly meetings; adopt special rules for deliberations and balloting on scheduled agenda items; communicate with the Assembly; establish rules for voting by mail or electronic ballots; solicit nominations to elective offices and at-large committees of the School; maintain copies of policies adopted by departments on voting eligibility, proxy voting, and the chair nomination process; and perform other related duties assigned to it by this Constitution or its By-Laws, the Assembly, or the Dean.

3. The Steering Committee will establish written policies and procedures, which shall be maintained on file in the Dean's Office.

### B. Tenure, Promotion, and Personnel Committee.

1. The Tenure, Promotion, and Personnel Committee shall be a department-representative committee whose members are elected by the departments in accordance with the By-Laws of this Constitution.
2. The Tenure, Promotion, and Personnel Committee makes recommendations to the Dean on candidates for tenure and promotion, and performs other related duties assigned to it by the Assembly, the Dean, or as it deems necessary and appropriate within the scope of its mandate.
3. The Tenure, Promotion, and Personnel Committee will establish written policies and procedures, which shall be maintained on file in the Dean's Office.

C. Curriculum Committee.

1. The Curriculum Committee shall be a department-representative committee whose membership shall also include one representative from each interdisciplinary degree-granting unit. Members will be elected or appointed in accordance with the By-Laws of this Constitution.
2. The Curriculum Committee shall review matters affecting the curriculum of the School, including proposals for new academic programs, modifications to existing academic programs, termination of academic programs, new course proposals, course change requests, and course deletion requests; provide School representation to related university curricular committees; and perform other related duties assigned to it by the Assembly or the Dean.
3. The Curriculum Committee will establish written policies and procedures, which shall be maintained on file in the Dean's Office.

D. Elections Committee. The Elections Committee shall be an at-large committee elected by the Assembly in accordance with the By-Laws of this Constitution. The Committee shall be responsible for running annual elections for Assembly officers, members of School-wide committees, and School representatives to the several Faculty Senate committees.

E. Additional committees, either standing or ad hoc, may be established by a majority vote of the Assembly in accordance with the By-Laws of this Constitution.

## **ARTICLE VI. BY-LAWS**

The Assembly shall adopt By-Laws to this Constitution.

## **ARTICLE VII. AMENDMENTS AND REVISIONS**

A. An ad hoc Constitution Revision Committee with at-large representation will be elected by the Assembly for the purpose of reviewing this Constitution and the By-Laws, crafting any

appropriate revisions to the Constitution and By-Laws, and presenting recommended revisions in the form of motions to the Assembly for its consideration and adoption. The first Constitution Revision Committee shall be elected at the first meeting of the Assembly in Fall 2020, and shall be assembled every ten years thereafter. The Constitution Revision Committee is expected to complete its work within the academic year in which it is appointed.

B. Written notice of an intent to offer amendments and/or revisions to this Constitution and By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the Assembly and must be distributed by the Steering Committee to all members of the Assembly at least ten working days prior to the initial consideration of any such motion by the full Assembly.

C. A two-thirds vote of the Assembly is required for the adoption of any amendment or revision to this Constitution.

#### **ARTICLE VIII. IMPLEMENTATION AND TRANSITION**

A. This Constitution shall take effect on January 1, 2016, provided that two-thirds of those in attendance at the inaugural Assembly meeting vote to ratify.

B. Nominations and elections to the office of Chair and Vice-Chair of the Assembly and President and Vice-President of the Council shall take place as soon as practical. The Dean's office shall coordinate and conduct the first election. For transition purposes, the elected Chair and Vice-Chair of the Assembly, and President and Vice-President of the Council shall serve the balance of the academic year in which they are elected in addition to a full term according to Article II, section B, subsections 2-3, and 5-6 of this Constitution.

C. During the six months following the adoption of this Constitution, the Steering Committee is charged with adopting expedient measures necessary to implement this Constitution effectively, and it shall propose to the Assembly those amendments and by-laws necessary to remedy any constitutional defects or oversights.

Adopted October 29, 2015.

**STEVEN J. GREEN SCHOOL OF INTERNATIONAL  
AND PUBLIC AFFAIRS**

**Florida International University**

**BY-LAWS**

**ARTICLE I. THE SCHOOL ASSEMBLY**

A. Announcements and Agenda.

1. Meetings of the Steven J. Green School of International and Public Affairs (hereinafter, “the School”) Assembly will be called by the Steering Committee, which shall determine the time, date, place, and agenda of the meeting. The Dean, in consultation with the Chair of the Assembly, may also call special meetings of the School Assembly (hereinafter, “the Assembly”).
2. Meetings of the Assembly will be called by the Steering Committee upon receipt of a signed petition supported by twenty-five percent (25%) of the membership of the Assembly. The meeting shall be scheduled within the semester in which the petition is received, or as soon as practicable.
3. The Steering Committee shall announce the meeting, issue a call for agenda items, and distribute minutes of the previous meeting and a tentative agenda at least ten (10) working days in advance.
4. Agenda items or motions to be brought before the Assembly may be submitted to the Steering Committee by any member of the Assembly, the Council of Chairs and Directors, or by the Dean.

B. Rules.

1. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the deliberation of the Assembly on any motion, agenda item, or constitutional amendment/revision, provided that the rules are announced at the beginning of the meeting of the Assembly. These rules may include time limits for debate, limiting amendments from the floor by substantive content or by number, or limiting the number of members who may address the Assembly. The Assembly may reject any or all of the special rules for deliberation by a motion supported by two thirds of those present.
2. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the time, place, and manner of balloting on any motion, agenda item, or constitutional amendment/revision, except as otherwise provided for by the Constitution and By-Laws of the School. Special rules regarding balloting shall be announced prior to commencing deliberation. Balloting may take place at a meeting of the Assembly or, for

significant matters, by electronic or paper balloting of all members of the Assembly during a reasonable period of time not to exceed three weeks following the Assembly meeting during which the matter was deliberated.

C. Meetings.

1. The Chair of the Assembly will preside at meetings of the Assembly. In the event the Chair is unavailable, the Vice-Chair will preside.
2. Meetings of the Assembly will be in accordance with the School Constitution, these By-Laws, and Robert's Rules of Order (latest edition).
3. A quorum of the Assembly shall be thirty percent (30%) of eligible members for the purpose of conducting School business, receiving reports, and deliberating upon any matter. For purposes of calculating a quorum, the size of the Assembly will exclude faculty who are on sabbatical or leave of absence.
4. The Assembly shall be provided an opportunity to deliberate on any matter upon which it will be asked to vote.

D. Voting and Ballots.

1. Each member of the Assembly shall have one vote.
2. Balloting that takes place at a meeting of the Assembly may be by voice vote, by a show of hands, by division of the body, or by written ballot. When votes are taken during a meeting, a majority vote of all Assembly members present shall determine the outcome, except as otherwise provided for in the School Constitution or these By-Laws. Proxy, absentee, or mail-in votes shall not be accepted.
3. When balloting takes place by electronic or paper balloting following a meeting of the Assembly, a majority of all votes cast on the motion within the permitted time frame shall determine the outcome, except as otherwise provided for in the School Constitution or these By-Laws. Proxy or absentee votes shall not be accepted.
4. Nominations and elections to Chair, Vice-Chair, and at-large committees of the School shall be conducted by electronic or paper balloting during the spring semester.

**ARTICLE II. COUNCIL OF CHAIRS AND DIRECTORS**

A. The Council of Chairs and Directors (hereinafter, "the Council") will elect from among its members a President and Vice-President during its first meeting of the fall semester. The new officers will assume their duties following the first meeting.

B. The President of the Council will solicit agenda items from Council members in advance of each meeting. The Dean may place items on the agenda in consultation with the Council President, and the Dean's staff will support the Council President in assembling and distributing the agenda.

C. Meetings of the Council will be conducted by the Council President in accordance with Robert's Rules of Order (latest edition). The Vice-President shall serve as the Council's Parliamentarian.

D. Academic policy recommendations will be referred to the Steering Committee within ten working days for consideration by the School Assembly.

E. Minutes of Council meetings shall be distributed by electronic mail to the School faculty and posted on the School's website within ten business days of the meeting. The Office of the Dean shall provide appropriate support for recording and distributing Council minutes.

F. The Council shall normally meet at least once per month.

### **ARTICLE III. DEPARTMENTS**

A. Departments shall establish a policy for the chair nomination process that identifies a timetable for internal nominations and voting; conforms with policies established under Article III, Paragraphs B and C of the School Constitution; addresses term limits, if any; and establishes a balloting process.

1. Department policy governing the chairperson nomination process must be submitted to the Office of the Dean and the School Steering Committee upon its adoption.

2. All candidates will be permitted to address the department in advance of the deliberations and election; however, no candidate for chairperson may be present during department deliberations.

3. Voting will be by secret ballot.

4. The department's candidate for chair must win a majority vote. In the event that no single candidate wins a majority on the first round of balloting, the two candidates with the highest number of votes shall be named in a run-off election, which shall be held no earlier than one week, and no later than three weeks, following the first election.

5. The name of the nominee for department chairperson shall be forwarded to the Dean for appointment. Should the Dean not accept the department's candidate, the Dean will submit a written statement of explanation to the department. The department shall nominate another candidate in accordance with this Constitution and the department's policy.

B. Departments may consider and render a vote of “no confidence” in their Chairs in accordance with the School Constitution and these By-Laws. It is expected that such a vote would be taken only after all reasonable measures have been pursued and direct communications have failed to resolve the situation.

1. Motions of “no confidence” shall be made with the support of one third of the faculty eligible to vote for the chairperson’s nomination under Article III, Paragraphs B and C of the School Constitution and Article III, Paragraph A of these By-Laws. The motion must be written and contain specific grievances supporting the vote.

2. The chairperson, the Dean, and all department faculty as defined by Article III, Paragraph A of the School Constitution, must be provided a copy of the motion and notice of the department meeting at which the motion will be considered not less than one week prior to the meeting.

3. A vote on the motion must be held at, or subsequent to, a deliberative meeting of the faculty to which all members of the department, as defined by Article III, Paragraph A of the School Constitution, are invited. The department chair will be permitted to make a statement and address the faculty on their specific grievances. The chairperson may not be present for the department’s deliberations.

4. The motion must receive the support of at least two thirds of those members eligible to vote under Article III, Paragraphs A, B and C of the School Constitution. Voting will be by secret ballot and in writing.

5. Written ballots and minutes of the meeting will be transmitted to the Dean within one week of the department’s vote on the motion, regardless of the vote.

6. If the department adopts the motion of “no confidence,” the Dean shall terminate the appointment as soon as practical, but not later than three weeks, or meet with the department to explain why the termination is not warranted.

C. Chairs will hold at least one on-campus department meeting in each of the fall and spring semesters, at which they will report on department activities and budget. Faculty shall have the opportunity to place items on the department’s meeting agenda.

D. All departments shall adopt by-laws that include at least the following components: standards and processes for tenure, promotion, and third-year review; annual assignments and evaluations processes; committee mission, membership requirements and selection; chair election and evaluation process; department voting rules; department meeting rules; search, screen, and hiring processes; and selection processes for all leadership positions in the department (e.g., associate chair, graduate directors, and undergraduate directors). Department by-laws must conform to the UFF-FIU bargaining agreement, the Faculty Senate Constitution, this Constitution, and university policies and procedures.

**ARTICLE IV. INTERDISCIPLINARY CENTERS,  
INSTITUTES, AND PROGRAMS**

A. The director of an interdisciplinary center, institute, or program that grants degrees or interdisciplinary certificates shall solicit nominations or self-nominations from the constituent faculty for membership on the unit's faculty committee. The director shall appoint faculty to the faculty committee in accordance with Article IV, Paragraph A, of the School Constitution. In order to assure interdisciplinarity in degree-granting units, no more than forty percent (40%) of the faculty committee membership shall be from the same academic department.

B. The director shall consult with the faculty committee regarding policies and procedures with respect to the academic interests of the unit, such as curricular decisions, admissions decisions to degree programs, and benchmarks for programs (e.g. exit or comprehensive exams, thesis or dissertation committees, and defenses).

C. The faculty committee of a center, institute, or program shall meet at least once during each fall and spring semester, and receive a report from the director on the unit's activities.

**ARTICLE V. ELECTIONS AND APPOINTMENTS**

A. For electoral purposes, the constituent units of the School are:

- Criminal Justice
- Economics
- Global and Sociocultural Studies
- History
- Modern Languages
- Politics and International Relations
- Public Administration
- Religious Studies

B. All constituents of the Faculty Senate, as defined by the Faculty Senate Constitution, Article II, Section A, shall be eligible to vote for Faculty Senators of the School and hold office in the Faculty Senate.

C. All constituents of the Faculty Senate, as defined by the Faculty Senate Constitution, Article II, Section A, shall be eligible to vote for members of the Faculty Senate's Standing Committees.

D. The School's representative to the University Curriculum Committee shall be the Chairperson of the School's Curriculum Committee.

## ARTICLE VI. COMMITTEES

A. The standing committees of the School are the Steering Committee; the Tenure, Promotion, and Personnel Committee; the Curriculum Committee; and the Elections Committee. Other standing or ad hoc committees of the School may be established and charged by a vote of the Assembly.

B. Membership on standing committees of the School will be for two-year terms, commencing on August 1, unless otherwise specified by the Constitution or these By-Laws.

C. Committees of the School will be established as either at-large committees or department-representative committees. Further stipulations or restrictions on committee membership may be included in the School Constitution, the By-Laws, or by the resolution establishing the committee.

1. At-Large Committees.

a. Each at-large committee shall consist of five members elected by the faculty of the School unless otherwise indicated in the School Constitution or these By-Laws.

b. Each at-large committee shall not have more than one faculty member from the same department.

c. All at-large committees, except the Elections Committee, shall have two representatives from departments with fewer than twenty (20) faculty members and three representatives from departments with twenty (20) or more faculty members.

2. Department-representative committees shall consist of one member elected by or appointed from each of the departments of the School. Interdisciplinary degree-granting programs may also elect or appoint one member to the School Curriculum Committee. The departments and units shall submit the names of their committee representatives to the Steering Committee.

D. The Tenure, Promotion, and Personnel Committee.

1. Terms and Membership. The Tenure, Promotion, and Personnel Committee shall consist of one elected tenured faculty member elected by each department, who is not a candidate for promotion. Members shall serve staggered two-year terms. In the spirit of the committee's diversity, departments should seek to elect their representatives with sensitivity to gender expression, race, religion, and ethnicity.

2. No member of the committee shall vote on the promotion or tenure of a member of her or his department.

3. The Dean's annual charge to the Tenure, Promotion, and Personnel Committee shall require that, prior to consideration of tenure and promotion files, committee members will have

completed Strategies and Tactics for Recruiting to Improve Diversity and Excellence (STRIDE) training within the past three years, or an equivalent university anti-bias training program.

E. The Elections Committee shall be an at-large committee. It shall consist of three members, elected at large, who will serve staggered, two-year terms.

F. Committees shall elect their own chairperson by majority vote of its members.

G. Committees shall establish written policies and procedures, which shall be maintained on file in the Dean's Office.

H. The School Assembly may review and overrule by a majority vote any action of a School Committee except the decisions of the School Tenure, Promotion, and Personnel Committee with respect to its recommendations to the Dean.

I. No individual shall serve on more than two School Committees, or on more than one School Committee and as an officer of the School, simultaneously.

J. No individual may serve on the same committee for more than four consecutive years.

K. No Associate Dean or Assistant Dean shall serve on a School Committee or as an officer of the School, except in an ex-officio capacity.

#### **ARTICLE VII. AMENDMENTS AND REVISIONS**

A. These By-Laws may be amended by a majority vote of the Assembly provided that no proposal conflicts with the Constitution of the School, the Faculty Senate Constitution, the Collective Bargaining Agreement, or University policy.

B. Written notice of an intent to offer amendments and/or revisions to the By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the Assembly and must be distributed by the Steering Committee to all members of the Assembly at least ten working days prior to the initial deliberation by the full Assembly on any such motion.

C. Amendments and revisions to the By-Laws shall be effective immediately unless otherwise stipulated in the resolution adopted.

#### **ARTICLE VIII. IMPLEMENTATION AND TRANSITION**

A. The School Constitution Committee employed a blind random selection process to determine which departments' representatives to the Tenure, Promotion, and Personnel Committee shall serve initial one-year terms in 2016-17 in order to effect the staggered terms required by the Constitution. The Departments of Global and Sociocultural Studies, History, Modern

Languages, and Politics and International Relations shall elect their representatives to the Tenure, Promotion, and Personnel Committee for an initial one-year term to be served in 2016-17. Subsequent terms for these departments shall be two-year terms.

B. The Steering Committee shall determine which one of the three Elections Committee seats shall initially be a one-year term in order to effect the staggered terms required by the Constitution. Subsequent terms for this seat shall be two-years terms.

C. These By-Laws shall be effective January 1, 2016, provided that a majority of those in attendance at the inaugural Assembly vote to ratify.

Adopted October 29, 2015