

**Bylaws of the Geophysical Fluid Dynamics Institute**  
**Florida State University**  
**Revised 2/14/2020**

The Geophysical Fluid Dynamics Institute's (GFDI) membership consists of the Director, Faculty Associates, including specialized faculty members whose lines are assigned to GFDI, Research Affiliates, staff, students, and OPS employees. The only members of the Institute with voting privileges on any of the issues in this document are the Faculty Associates, Affiliates, and the specialized faculty whose lines are assigned to GFDI. Faculty Associates are tenure-track or tenured faculty that are associated with GFDI and whose lines are assigned to an academic department. The designation of Research Affiliate is reserved for faculty or scientists associated with GFDI but not employed by FSU.

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 <http://sacs.fsu.edu/documents/University-Policy.pdf>. GFDI adheres to and is consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, the Faculty Handbook and annual Promotion and Tenure Letter.

**I. Mission, goals and functions**

Mission.

The mission of the Geophysical Fluid Dynamics Institute is to promote and stimulate theoretical, numerical, field and laboratory experimental studies of fluid dynamic phenomena in nature. Examples of this include, but are not limited to, studies of earth and planetary systems, atmospheres, oceans, stellar and planetary interiors, rivers and lakes, groundwater, surface processes, fluid dynamics of combustion and natural and prescribed fires, geophysics, astrophysics. The Institute seeks also to apply this knowledge to solve problems important to society.

A. Goals. The goals of the Institute are to:

1. Promote interdisciplinary and inter-institutional collaborations and interactions;
2. Enhance graduate education and research;
3. Stimulate new research directions;
4. Disseminate knowledge of geophysical fluid dynamical phenomena.

B. Functions. The functions of the Institute are to:

1. Facilitate collaborative research groups, as well as informal contacts;
2. Provide research support facilities related to GFDI activities;
3. Administer the GFD graduate program;
4. Provide unique facilities for educational demonstrations in fluid dynamics. Develop and operate 'hands-on' geo-fluid dynamics laboratory demonstrations

courses for advanced undergraduate and graduate students;

5. Host visitors and workshops, including a colloquium series in geophysical fluid dynamics; short-term and long-term visiting scientists; meetings and short courses on geophysical fluid dynamics;
6. Work with departments to develop new research directions and recruit faculty;
7. Administer research contracts and grants related to GFDI activities.

## II. Institute Governance

- A. Director. The chief administrative officer of the Institute shall be a Director. The director is appointed by, and serves at the pleasure of, the Dean. The normal term of a Director shall be three years. A Director may be reappointed with no limitation on the number of terms. The Executive committee shall consult with Associates and propose one or more candidates for the next term.
- B. An Institute Core Faculty Associate is a faculty member (tenured, tenure-earning, or specialized) with a major component of research activity taking place at the Institute, or who is based at the Institute, this normally being reflected in the annual Assignment of Responsibilities (see III D).
  1. The designation of Institute Core Faculty Associates shall be granted to a member of the faculty of Florida State University by the Director upon mutual agreement among the faculty member, the Director, the appropriate Department Chair and the Dean. The Institute Director shall automatically be designated as an Institute Core Faculty Associate. Core faculty must have GFS in GFDI; they are expected to direct and serve on doctoral committees.
  2. Substantial participation will be defined by the following:
    - a. GFDI must be listed as an affiliation on all journal articles, books, and other scholarly activities
    - b. Presentation of a GFDI colloquium at least once every three years
    - c. Willingness to sit as member of GFD Ph.D. committee
    - d. Membership on a GFDI standing committee at least every other year
    - e. Proposal submitted through GFDI as PI at least once every three years
  3. Privileges for a Core Faculty Associate will include higher priority for:
    - a. Institute equipment
    - b. Institute staff time
    - c. Office and lab space including student/associated researcher needs
    - d. GFDI support for travel, visitors, research needs
  4. A faculty member shall cease to be an Institute Core Faculty Associate when the level of participation in Institute activities is no longer substantial, as determined by mutual agreement among the faculty member, the Director and the Department Chair.

- C. An Institute Faculty Associate is a faculty member of the University who has an interest in geophysical fluid dynamics and participates regularly in the activities of the Institute, but this activity is not necessarily reflected in the annual Assignment of Responsibilities of that person. Institute Faculty Associates are expected to participate regularly in the colloquia, must have GFS in GFDI, and are expected to direct and serve on doctoral committees.
1. The designation of Institute Faculty Associate shall be granted to a member of the faculty of Florida State University by the Director upon (1) a positive vote of two-thirds of the (core and non-core) Institute Faculty Associates and (2) the approval of that person's Department Chair.
  2. A person shall cease to be an Institute Faculty Associate upon (1) declining that designation in writing to the Director, (2) termination of affiliation with the University or (3) approval of a statement to that effect approved by a two-thirds vote of all other Institute Faculty Associates.
  3. Benefits of this designation include:
    - a. Right of the Institute Faculty Associate to use GFDI as an affiliation on all journal articles, books, and other scholarly activities.
    - b. Ability to serve on GFDI committees
    - c. Second priority status for GFDI equipment and personnel needs
    - d. Access to the resources of the Institute for student or research support
    - e. Ability to call for a meeting of the Faculty Associates
    - f. Specialized Faculty Associates may serve on doctoral supervisory committees if approved by the Faculty Associates, and if they meet Faculty Senate requirements. A specialized faculty member may serve only as a co-director or as a non-directing member of the committee, and another co-director must be a member of the tenure-track or tenured faculty (Assistant, Associate, Full Professor or Eminent Scholar). The specialized faculty member must also be approved by the chair of the department for service on the specific committee. If the doctoral degree is sought in an interdisciplinary area of study, the director or at least one co-director must be a tenure-track or a tenured faculty member in a department/unit related to the area of interdisciplinary study
    - g. May request a letter of evaluation from the Director for the purposes of the annual faculty evaluation in the home unit.
- D. An Institute Faculty Emeritus Associate status will be granted to a faculty member who has retired from the faculty at FSU, was an associate of GFDI at the time of retirement, and was granted emeritus status by the University (through the usual procedure involving the Associate's Department).
1. The designation of Institute Faculty Emeritus Associate shall be granted to a retired Associate of GFDI by the Director after recommendation of the Executive Committee upon the award of emeritus status by the University.
  2. A person shall cease to be an Institute Faculty Emeritus Associate either upon declining that designation in writing to the Director, on the basis of a five-year

review by the Executive Committee, or by ceasing to be in emeritus status with the University.

3. Emeritus Associates will be allocated space, equipment, and personnel resources once other Institute and Associates' needs have been met. Resource allocation will be based on the needs of the funded research. They are exempt from serving on GFDI committees or voting on GFDI issues.
- E. Scientists working within the Florida State University may be granted the designation of (Core or non-Core) Research Faculty Associate by the Director upon a positive vote of a majority of the (Core or non-Core) Institute Faculty Associates. A person shall cease to be a Research Associate upon (1) declining that designation in writing to the Director, (2) ceasing to work within the University, or (3) approval of a statement to that effect by a two-thirds vote of all Institute Faculty Associates.
- F. The designation of Research Affiliate shall be granted to a person not employed at Florida State University by the Director upon a positive vote of a majority of the Institute Faculty Associates. A person shall cease to be an Research Affiliate upon (1) declining that designation in writing to the Director, (2) retirement from active research or (3) approval of a statement to that effect by a two-thirds vote of all Institute Faculty Associates.
- G. New Faculty Recruitment. GFDI is an independent unit within the College of Arts and Sciences and the criteria for specialized faculty are independent from any existing department. In the event GFDI recruits a new specialized faculty member, the following procedures will be in force: a committee will be formed following FSU and College policies in the search, and report to the Executive Committee & Director.
- H. Staff. The Institute may employ regular and temporary staff, either on contract or grant monies or on regular state-funded lines. Staff are expected to carry out their duties according to their position and be an asset to the Institute.
- I. Students. Graduate and undergraduate students may be employed within the Institute in various capacities. GFDI PhD program graduate students are expected to carry a full-time course load in good standing prior to passing their preliminary exam, work toward their degree in a timely manner, perform the duties of their employment, which may involve other responsibilities than that associated directly with their thesis work, for instance by teaching or carrying out other research tasks, as detailed in the appointment letter.

### **III. Administration and Operating Procedures**

This section of the guidelines describes the administrative structure and operating procedures of the Institute.

- A. Duties of the Director. The institute Director shall be in charge of the operation of the Institute, including the allocation of resources (space equipment, staff and funds) among the Institute Faculty Associates, staff and students with the advice of the

Executive Committee. The Director shall make decisions affecting the future of the Institute with input from the Executive Committee.

B. Administration Oversight. A majority of core faculty Associates may vote to request an evaluation of administration of the Institute by the Executive Committee (C.1).

C. Standing Committees.

1. The Executive Committee consisting of a minimum of 2 and maximum of 4 Faculty Associates, of which 2 members shall be appointed by the Director to serve two-year terms (renewable) and at least 1 shall be elected by majority vote of the core and non-core Faculty Associates.

- a. shall make recommendations to the Director concerning the allocation of Institute resources including space, funds, and staff,
- b. shall make recommendations to promote research activity at the Institute and facilitate interdepartmental interactions,

2. The GFD Ph.D. Program Committee (or GFDI Graduate Program Committee or GPC), consisting of 3 Faculty Associates of the Institute, which shall be appointed annually (renewable) by the Director. Membership may be common with the Executive Committee. Their responsibilities include: designation of a GFD Program Chair and overseeing the GFD program, including acceptance of new students, and evaluating and implementing changes in the GFD program. The program elements are:

- a. The graduate admission committee consists of the GPC and makes a recommendation for admission to the Director.
- b. A student's major professor is designated upon admission. A student may change advisors after consultation and with the permission of the GPC.
- c. The Director chooses the student's committee with the assistance of the major professor. This supervisory committee should be named no later than the end of the second semester of graduate study, and should have four (4) members, including the major professor and a university representative. A course plan acceptable to the supervisory committee should also be filed prior to the end of the first year. A specific exception is graduate students admitted to the Ph.D. program without first having an M.S. Degree. These students must form a Ph.D. committee within 9 months of their entrance into the Ph.D. Program.
- d. The student's program of study is tailored to an individual student's needs and interests.
- e. Each student is evaluated annually by the GPC, and a written report is provided to the Director and advisors.
- f. The student must pass the preliminary examination, present a satisfactory prospectus to the committee, present two seminars, prepare and defend an acceptable doctoral dissertation to the faculty associated with the Institute.
- g. The GPC has oversight of the GFDI Graduate Student Handbook, which provides details of the program timeline and other pertinent information for students.
- h. Matters of program curriculum may be brought by any Associate to the

attention of the GPC; they are reviewed by the GPC, discussed with the Director, and any changes may be brought directly by the GPC to the Associates and Affiliates for majority vote.

3. Colloquium/Visiting Scholar Committee. This committee shall consist of Faculty Associates of the Institute appointed as needed by the Director. The responsibilities of the committee include scheduling and administering the Colloquium Series, and determining the scientists to be invited for the Visiting Scholar Program.
- D. Assignment of Responsibilities. The annual Assignment of Responsibilities is agreed by the Associate, Director and, if based elsewhere, by the appropriate Department Chair.
- E. Annual Evaluation and Raises.
  1. Evaluation of Core Associates. Annual performance evaluations shall be based upon the Assignments of Responsibility, as described in Article 9 of the Collective Bargaining Agreement in force for the period under evaluation, and shall take into account the proportions, duties and nature of the assignments.
  2. The Director shall prepare annual evaluations for each Institute Core Faculty Associate, (and non-Core Faculty Associates if requested by that Associate's Chair) based on that portion of the Assignment of Responsibilities devoted to Institute activities. These evaluations shall be submitted to the appropriate tenure-home Department Chair, for inclusion in the evaluation.
  3. Evaluation of Director. The Director shall be evaluated annually by the Executive Committee and the Institute Core Faculty Associates. This evaluation shall be based on that portion of the Director's Assignment of Responsibilities devoted to Institute activities. The evaluation shall be forwarded to the Chair of the Director's Department and to the Dean by the Executive Committee.
  4. Raises. For Institute Core Faculty Associates based in other departments, the Director shall meet or provide a letter to the Department Chair to discuss the evaluation and to discuss a recommendation for discretionary raises as available.
- F. Promotion and/or Tenure. At the request of a Core Faculty Associate up for promotion or tenure, the tenure-home Chair will request a letter from the Director for the binder of a candidate for promotion and/or tenure, summarizing the level and quality of the candidate's involvement in Institute activities. This summary shall be based in part on information obtained from other Faculty Associates.
- G. Any core or non-core Faculty Associate may bring concerns or ideas on curricular matters or the development of new programs and tracks to the GPC, and vote together with regular GPC members. Core faculty must vote either in person or by proxy.
- H. Any three Faculty Associates may together call a general faculty meeting.

- I. Unit reorganization will include faculty input by discussion and vote of 2/3 majority.

#### **IV. Mechanisms for Amending the By-Laws**

An amendment to these by-laws can happen by the following mechanism: first, a majority vote from the Executive Committee recommending the amendments, and a majority vote from the Institute Faculty Associates, Institute Core Faculty Associates, and Affiliates in favor of the amendment.