

Bylaws for the Geophysical Fluid Dynamics Institute, College of Arts and Sciences at Florida State University

These are the bylaws for the Geophysical Fluid Dynamics Institute at Florida State University. These bylaws were last approved on 2/23/2022 by a majority of the applicable voting members of the Geophysical Fluid Dynamics Institute and on 03/01/2022 by the College of Arts and Sciences and the Office of Faculty Development and Advancement.

Preamble

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.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, institute/center policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, 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. 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.

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/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the Geophysical Fluid Dynamics Institute shall consist of those persons holding full-time or part-time appointments at the rank of Assistant in, Associate in, Research Assistant or Associate any class, Assistant Professor, Associate Professor, Professor.

A. 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 Graduate Faculty Status 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 member's Department Chair.
- B. 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.

C. 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.

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.

B. Center/Institute Membership. In addition to the faculty defined in **II.A** above, the following are members of the Geophysical Fluid Dynamics Institute: Affiliates, Postdocs, students whose primary office is at GFDI, staff members, and visiting scientists.

- A. 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.
- B. 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.
- C. 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.

C. Faculty Voting Rights. All members in section **II.A** have voting rights.

D. Non-faculty Voting Rights. Affiliates have the same voting rights as Faculty. All other members of **II.B** do not have voting rights.

III. Organization and Governance

A. Faculty Meetings

Any three Faculty Associates may together call a general Institute Associates and Faculty meeting.

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 may vote either in person or by proxy.

B. Director Selection

The chief administrative officer of the Institute shall be a Director. The director is appointed by 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.

C. Leadership and Committees

- 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. Faculty Recruitment.

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 appointed by the Director, and will report to the Executive Committee & Director with their recommendation.

E. Unit Reorganization.

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

IV. Curriculum

The GFDI administers its degree program tracks (located within the Department of Scientific Computing) independently; faculty Associates may propose a new course to the Executive Committee who will make a recommendation to the Director who approves the course request. The GFDI Graduate Student Handbook will be updated as needed by the Executive Committee.

V. Annual Evaluation of Faculty on Performance and Merit (if applicable)

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

D. 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.
5. Assignment of Responsibilities. An annual Assignment of Responsibilities

is agreed by the Associate, Director and, if based elsewhere, by the appropriate Department Chair.

B. Criteria for Evaluation of Specialized Faculty.

- 1) Teaching:** No expectations for teaching. Teaching is however, encouraged where it may benefit both the member and students in the Institute.
- 2) Scholarship/Research:** Self-support through grants; a minor portion of salary may come from Institute funds to assist with Institute business as determined by the Director. Regular research publication at a rate commensurate with seniority and the normal standards of the discipline or area of research activity. Presentation of research to the research community at conferences and workshops.
- 3) Service:** Participation in Institute activities, mentoring new Associates and students, providing some assistance with laboratory techniques and equipment.
- 4) Other:** Outreach to the body of the university to promote GFDI activities and the encouragement of new research directions.

VI. Promotion of Faculty

A. Progress Toward Promotion Letter.

At the request of a 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.

B. Peer Involvement in Evaluation of Promotion of Faculty.

The summary letter (VI.A) shall be based in part on information obtained from other Faculty Associates to help provide supporting evidence of activity within the Institute.

C. Criteria for Promotion of Specialized Faculty

SEP Specialized faculty are evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities (AOR). The director performs the past calendar year annual evaluations after consultation of peers (same rank or above).

Faculty Annual Evaluations will occur during the spring semester of each year and will take into account the weighted performance based on the assigned duties (AOR) over the past year. The evaluator reviews all documentation and data submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form, and will attach the required annual evaluation narrative, indicating one of the five performance rating categories below. For faculty who are meeting expectations, there are three categories:

- a. **Meets FSU's High Expectations** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and complete assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- b. **Exceeds FSU's High Expectations** – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Institute, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- c. **Substantially Exceeds FSU's High Expectations** – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

Does not meet FSU's High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities. A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a “Does Not Meet FSU’s High Expectations” rating.

A. Promotion Recommendations.

All specialized faculty members who are eligible for promotion will be considered each year. For each eligible candidate, the Director shall consult with the candidate to determine whether she or he desires to proceed to the preparation of a promotion binder. If the faculty member so desires, the Director and the faculty member will prepare a promotion binder.

Specialized faculty at ranks beneath the highest rank for which they are eligible receive yearly letters about progress towards promotion.

There are currently two types of Specialized faculty lines at GFDI. The first type is the Assistant In Research/Associate In Research/Senior Research Associate promotion track. These positions are generally held by research / technical personnel who are supported by grants obtained by other, or by people doing managerial / administrative work. The second type is the Research Faculty I/Research Faculty II/Research Faculty III (working title of Assistant/Associate /Senior Research Scientist) track.

These positions mirror the same hiring requirements as the College of Arts and Sciences’ tenure track positions equivalents. The promotion policies outlined below have been developed in close adherence to the policies as outlined in appendix J of the Collective Bargaining Agreement

Definitions and Minimum Requirements for Each Position

Assistant In Research

Academic masters degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Additional education and experience as required by position.

Associate In Research

Academic masters degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Associate in Research. Additional education and experience as required by position.

Senior Research Associate

Master's degree from an accredited institution with demonstrated record of academic research achievement, or professional qualifications in the field of specialization above those which would be equivalent to the highest degree. Must meet university criteria for promotion to the rank of Senior Research Associate. Additional education and experience as required by position.

Research Faculty I (working title of Assistant Research Scientist)^[SEP] Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Additional education and experience as required by position.

Research Faculty II (working title of Associate Research Scientist) Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty II. Additional education and experience as required by position.

Research Faculty III (working title of Senior Research Scientist)^[SEP] Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other

professional journals. Must meet university criteria for promotion to the rank of Research Faculty III. Additional education and experience as required by position.

Requirements for Promotion

The criteria for merit are the same as for promotion.

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.

Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

Promotion to the third rank in each track shall be based on superior performance in the areas of assigned duties.

All Specialized Faculty promotion decisions shall take into account:

1. Annual evaluations.
2. Annual Assignment of Responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment in the supervisor's letter.<sup>[L]
[SEP]</sup>
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.

Assistant In Research/Associate In Research/Senior Research Associate promotion shall take into account:

Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.

Other research related activities such as those listed in the Research Faculty Promotion Criteria below and section J.2(b)(3)g in Appendix J of the Collective Bargaining Agreement.

Research Faculty I, II, and III promotions shall take into account:

Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.

Success in obtaining external funding, as principal investigator or co- principal investigator on grants.

Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.

Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

PROFESSIONAL ACCOMPLISHMENT - (examples and not limited to)

Relevant years of experience^[L]_[SEP] Increased effectiveness in the performance of duties^[L]_[SEP] Demonstrated expertise in the field of specialty.

Research accomplishments^[L]_[SEP] Publications and citations in refereed journals and professional publications Presentations at professional meetings and conferences^[L]_[SEP] Features in professional magazines, newsletters, journal covers and professional websites^[L]_[SEP] External funding.

PROFESSIONAL RECOGNITION - (examples and not limited to)

Increased recognition as an authority in the field of specialization^[L]_[SEP] Invited talks at meetings and universities^[L]_[SEP] Membership and/or positions of responsibility in professional organizations, reviewer for professional publications and funding agencies.

Organization of professional conferences, local seminars and workshops, professional award and other recognition.

PROFESSIONAL SERVICE - (examples and not limited to) ^[L]_{SEP} Service to university, community and profession ^[L]_{SEP} Direction of undergraduate and graduate research ^[L]_{SEP} Community and professional service in support of the outreach activities and the research mission.

Appendix

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.

SRAD credit. Proposals that make use of Institute resources (personnel, space, facilities, students, etc.) must be signed by the Director indicating the availability of these resources. SRAD will be credited between the Institute

and appropriate Department(s) in proportion to the research support that these units contribute to each specific contract or grant. The sharing agreements shall be negotiated between the Director and Department Chair(s), with input from the faculty members listed as principal investigators or co-principal investigators. A default 50/50 split is effective in the absence of negotiation.

Disputes. If a dispute arises between the Institute and a Department, the following resolution procedure shall be employed. First, the Director and Chair shall attempt to resolve the dispute. If that is unsuccessful, the GFDI Executive Committee and corresponding departmental committee will make their individual recommendations to the respective chair/director for further discussion between them. If this is not successful the chair and director will meet with the Dean of Arts and Sciences to resolve the issue.