

**Dedman School of Hospitality
College of Business
Florida State University**

**May 27, 2008
Proposed Bylaws
Approved by a majority of faculty**

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Introduction:

The Collective Bargaining Agreement between the FSU Board of Trustees and the United Faculty of Florida, which was ratified on November 7, 2005, (<http://dof.fsu.edu/forms/UFFAgreement04-07.pdf>) requires the communication of expectations to faculty members. Article 26, *Shared Governance*, requires bylaws. Bylaws are also required by Article V of the FSU Constitution, which states that “the faculty of each college shall keep on file with the Secretary of the Senate a current set of bylaws governing its internal operations, including procedures for the election of its representatives to the Faculty Senate and for the approval of its candidates for degrees”.

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Article I. Faculty Governance

The Dedman School of Hospitality is administered through Dedman School of Hospitality faculty governance. Any modifications to the bylaws of the Dedman School of Hospitality require a vote of the approval of the Dedman School of Hospitality tenured and tenure-track faculty. The vote will be taken of tenured and tenure-track faculty and will require 75% or greater majority vote. A faculty bylaws committee shall consist of two tenured or tenure-track faculty of the Dedman School of Hospitality.

Article II. Faculty Membership and Voting Privileges

The faculty of the Dedman School of Hospitality shall consist of those persons holding full-time rank of instructor, assistant in, associate in, assistant professor, associate professor, professor, or research associate in the Department.

The voting membership of the Dedman School of Hospitality is defined as the Director of the Dedman School and all full-time tenured and tenure-track members of the faculty who are assigned and evaluated by the Director of the Dedman School. The Director of the Dedman School, upon majority approval of the full-time tenured and tenure-track faculty, may appoint the non tenure-track, visiting and/or part time faculties who have teaching assignments within the Dedman School of Hospitality to voting membership for certain issues.

Article III. Jurisdiction

The faculty shall be the basic legislative body of the Dedman School of Hospitality. Subject to the Constitution of the University, the rules of the Board of Trustees, and the policies of the college of Business, it shall determine the policies, requirements, curricula, and course offerings for the academic programs within the Dedman School of Hospitality.

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

Article IV. Meetings

The faculty shall meet at least once during each of the academic semesters at the call of the Director of the Dedman School. The Director of the Dedman School shall set the meeting dates each semester. Dedman School of Hospitality shall not be held during the summer term. The Director of the Dedman School, or his or her designee, shall preside over the meeting.

Special sessions shall be held at the call of the Director or upon the written request of not less than one-third of the members of the faculty. At the request of any voting member, Robert's Rules of Order shall be invoked.

One-half plus one of the voting membership shall constitute a quorum at any regular or special meeting. Unless specifically stated herein, decisions shall be made by a vote of 75% of the tenured and tenure-track faculty conducted at a faculty meeting by voice vote, letter ballot, or by e-mail ballot.

Article V. Department Organization and Committees

The Dedman School of Hospitality is organized into two groups: (1) Hospitality and (2) Professional Golf Management.

The Director of the Dedman School, appointed by the Dean of the College of Business upon the counsel and advice offered by the tenured and tenure track faculty of the Dedman School, serves as the chief administrator of the School. The Director of the Dedman School may at his or her discretion designate other appointees to effectively administer specific programs within the Dedman School.

The Director of the Dedman School serves at the pleasure of the Dean of the College of Business, however, the term shall be limited to three (3) calendar years. Extensions beyond this period would require consultation of the tenured and tenure track faculty of the Dedman School. The incoming Director of the Dedman School must acknowledge this term limit and agree in writing to the conditions set forth before accepting the position. This agreement shall be kept on file within the Dedman School of Hospitality.

The Director of the Professional Golf Management Program, appointed by the Dean of the College of Business upon the counsel and advice offered by the tenured and tenure track faculty of the Dedman School of Hospitality, serves as the chief administrator of the Professional Golf Management Program. The Director of the Professional Golf Management Program may at his or her discretion designate other appointees to effectively administer specific programs within the Professional Golf Management Program.

The Director of Graduate Programs, appointed by the Director of the Dedman School of Hospitality with consultation and support from the DSH graduate faculty, serves as the chief administrator for all DSH graduate programs. The Director of Graduate Programs may at his or her discretion designate other appointees to effectively administer specific programs within the Graduate Programs. The Director of Graduate Programs will receive support each summer equal to the value of one course taught on campus.

The following committees shall be established and empowered:

Faculty Bylaws Committee:

A faculty bylaws committee shall consist of two tenure or tenure track faculty. Review of existing bylaws each year to ensure compliance. Report submitted to the Director of the Dedman School each year and presented to the faculty during the faculty meeting of the Dedman School each year. Five year terms; First term beginning Spring 2008-2013.

DSH Faculty Council:

The faculty council of the Dedman School of Hospitality exists for the purpose of advising and offering recommendations to the Director regarding the direction of the Dedman School of Hospitality. The council reports directory to the Director of the Dedman School. An Advisory meeting will be held twice during the academic year to express suggestions. A member of the council would then be elected to send the minutes from this meeting to the Dean of the College of Business, and copied to each member of the faculty of the Dedman School of Hospitality.

This council consists of two full-time faculty members serving three (3) year terms, beginning with the most senior tenure track and non-tenure track faculty serving, then rotating to the next most senior tenure track and non-tenure track faculty. The DSH faculty council shall serve as the review committee for the annual review of the Director of the Dedman School as presented in Article VIII.

DSH Student Council:

The student council of the Dedman School of Hospitality consists of the presidents of each student chapter of a club within the Dedman School, and two at-large members. The council reports directly to the Director and meets once near the beginning of the Fall semester and once during the beginning of the Spring semester with the faculty advisory committee.

Undergraduate Curriculum Committee

This committee consists of three tenured or tenure-track faculty of the Dedman School of Hospitality. A committee chairman shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate curriculum. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of requirements for majors, degree programs and certificate programs. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the Dedman School. Committee Reports shall be presented to faculty of the Dedman School of Hospitality during regularly scheduled faculty meetings of the Dedman School of Hospitality. Curriculum shall be evaluated every three years with term limits of six years for committee members.

Promotion and Tenure Committee:

The Promotion and Tenure Committee of the Dedman School of Hospitality has adopted the Criteria and Procedure for Promotion and Tenure, found in the Florida State University Faculty Handbook (2008), pages 81-91.

Evaluation of candidates for promotion and tenure will be made in accordance with the candidates' performance of assigned duties and responsibilities as required by The Florida Statutes, Section 240.245.

Financial Committee:

This committee consists of two faculty members, each serving three (3) year terms, and the Director of the Dedman School. Their responsibility is to work with the Director to oversee monthly budgets and the allocation of funds allocated in the Dedman Gift. They are responsible for reviewing policy and distribution of all other foundation accounts.

The primary responsibility of the financial committee is to ensure that funds from the Dedman gift are allocated only to faculty, students and staff of the Dedman School of Hospitality and to the Dedman School of Hospitality program specifically. DSH foundation accounts and revenue generated from those accounts, is dedicated to the DSH faculty, students, and staff only.

Election of Faculty Senate representatives:

All College of Business representatives to the Faculty Senate, and official alternates, are nominated and elected College-wide, in accordance with the College of Business Bylaws. Members of the Dedman School of Hospitality faculty serve as Senators when nominated and elected by the College as a whole.

Other Ad Hoc Committees:

The Director of the Dedman School may establish ad hoc committees as the Director deems necessary to conduct the business of the Dedman School of Hospitality (e.g., scholarship and faculty recruiting committees). The chair of an appointed ad hoc committee is selected by the Director of the Dedman School.

Article VI. Professor Emeritus Status and Long-Term Service to DSH

The status of Professor Emeritus shall be reserved for persons who have achieved the level of Full Professor with Tenure and be in compliance with the same standards set forth for the College of Business.

Faculty members who have served the Dedman School of Hospitality for thirty (30) years shall be accorded privileges and preference with regard to class assignments, teaching schedule, research assignments and service assignments.

Article VII. Financial Management of DSH Foundation Accounts

All DSH foundation accounts shall be allocated to only DSH faculty, students, facilities, services and programs. Financial management shall be accomplished through a faculty meeting, at the beginning of each fall and spring semesters to specifically discuss financial accountability. The Director of the Dedman School shall provide a report to the faculty of the Dedman School of Hospitality following these meetings. Reports based upon the findings of the financial committee shall be submitted to the Director of the Dedman School. A copy of these reports shall be filed with the office manager of the Dedman School of Hospitality.

Article VIII. Role of Directors for the Dedman School of Hospitality, Professional Golf Management, and Graduate Programs.

The Directors will treat faculty, students and staff with fairness, equity and balance. The Directors shall promote effective teamwork and mutual respect with faculty, students, and staff. The Directors will promote excellent communications, on-going feedback, and positive reinforcement face-to-face, verbally, and in writing. The Directors shall represent the Dedman School with professionalism to faculty, students, staff, and in all actions with stakeholders.

The Dedman School of Hospitality is administered through faculty governance. The Directors will not act arbitrarily and capriciously with regard to matters concerning the Dedman School of Hospitality. All issues concerning the Dedman School of Hospitality shall be approved by a majority of the tenured and tenure track faculty vote of the Dedman School of Hospitality. The Dean of the College of Business, acting in good faith, shall have the option to override votes when deemed necessary. The Directors will share information regarding the Dedman School, including financial status, fundraising, opportunities, etc. The financial committee report shall be presented to the faculty of the Dedman School of Hospitality by the Directors at the beginning of each semester during the first meeting of the Dedman School of Hospitality faculty meeting prior to or at the beginning of each semester. The Directors will discuss faculty progress, assignments, and other activities openly and directly.

The Directors shall, before agreeing to participate in any leadership position of an external organization or association within their term as Director, shall discuss with faculty of the Dedman School and consult with the Dean of the College of Business.

Assigned responsibilities and activities will be transparent. DSH faculty will be evaluated using a committee approved method of merit.

Article IX. Evaluation of Directors

The evaluation of the Directors shall take place annually, following this procedure: By March 1, of each year, evaluation forms shall be distributed to each faculty member within the Dedman School. The evaluations shall be reviewed and consolidated by March 15th by the Dedman School of Hospitality Faculty Advisory Committee. The results shall be presented by the Dedman School of Hospitality Faculty Advisory Committee to the Director on or before April 1. The results shall be presented to the Dean of the College of Business and the Dean of Faculty for Florida State University by April 15th. The Directors of the Professional Golf Management and DSH Graduate Programs shall be evaluated by the PGM faculty and graduate faculty respectively in the same time periods above, and reported to the Director of the Dedman School of Hospitality.

Article X. Faculty Merit and Assignment of Responsibilities

There shall be no Faculty Peer Review for merit based raises due to systems already in place for that to be accomplished. See Appendix I.

Article XI. Professorships

Dedman Professorships (\$10,000) shall be awarded and maintained in accordance with the Strategic Plan (See Appendix II) adopted by the tenured faculty of the Dedman School of Hospitality subject to the Dean's approval of distribution of College of Business funds. Service shall be maintained at Category Merit One of the merit evaluation system.

All Professorships gifted for specific individuals on faculty shall be expected to maintain service at the Category Merit Two of the merit evaluation system. Exceptions can be made for this based on faculty discussion.

Article XII. Professional Development Funding

Financial support to attend conferences, trade shows, conventions, etc. shall be established annually by the finance committee of the Dedman School of Hospitality.

Funding from the Dedman Foundation Account for tenured and tenure-track faculty travel will be for the following opportunities.

- a. Presenting a refereed paper at a national or internationally recognized hospitality, tourism or College of Business conference (see Appendix III). All appropriate and customary travel expenses. Expenses for international conferences will be reimbursed at 50% of the standard and customary expenses. Expenses for one DSH tenured or tenure-track faculty member per refereed paper presentation will be reimbursed at the rates specified above. Registration expense shall be reimbursed and for international and domestic conferences.
- b. Other opportunities as approved by the DSH finance committee.

All faculty will be allocated a maximum of \$2000 per year from the Dedman Foundation Account for professional development. This can be utilized for travel to designated conferences (when a paper is not presented), the purchase of software or other professional supplies, memberships in approved professional organizations, etc. This funding is approved by the Director with consultation of the DSH Finance Committee, based on the fiscal year of July 1 – June 30, and funds not used in one year will not rollover into subsequent years.

A maximum of \$2,000 per year for each of the sanctioned DSH student organizations for student expenses to travel for approved national (not regional) conferences. (See Appendix III.)

Article XIII. Switzerland Program

Teaching in Switzerland shall be scheduled by the Director of the Dedman School in cooperation with International Programs, based on faculty governance of the Dedman School of Hospitality. A rotation system will be used with priority given to tenured and tenure-track faculty desiring to participate, starting with the most senior tenured and tenure-track faculty and rotating to the most recently hired. Should tenured and tenure-track faculty not participate in a given year, non-tenure track DSH faculty would be offered the next opportunity to participate, followed by COB faculty and retired DSH faculty.

Article XIV. Summer Research Grant

Research grant support for one tenured and/or tenure-track faculty shall be provided through DSH foundation accounts to equal to a full summer salary (100%). Faculty receiving this grant support are expected to utilize this funding for summer research. A rotation system will be used with priority given to tenured and tenure-track faculty desiring to participate, starting with the most senior tenured and tenure track-faculty and rotating to the most recently hired, one faculty member per summer. Faculty receiving this grant are expected to submit a paper to an approved conference or a first-tier journal for consideration

Article XV. Research Grants

To encourage and reward faculty publishing in first tier hospitality journals, summer funding will be provided equivalent to a maximum of one summer course taught on campus. Each first tier article published (in-print) during that academic year will be supported at the equivalent rate equal to 50% of the value of one summer course taught on campus. Co-authored articles shall be divided equally. A maximum of one course per year shall qualify.

Article XVI. Amendments

These Bylaws may be amended at any meeting of the tenured and tenure track faculty of the Dedman School of Hospitality by 75% vote conducted by secret ballot where a quorum is present. The proposed amendments shall be submitted to each member of the tenured and tenure-track faculty at least two weeks prior to the meeting at which voting is to take place.

Appendix I Faculty Merit and Assignment of Responsibilities

Appendix II DSH Strategic Plan

Appendix III College of Business Approved Conference List

Appendix I

Faculty Merit and Assignment of Responsibilities

November, 2006

Merit Pay

The criteria for merit pay consideration are based on the 3 most current calendar years of performance, from January 1 to January 1. For example, an evaluation would be considered from January 1, 2006 to January 1, 2009, for merit pay review in the Annual Faculty Performance Report submitted in Spring Semester 2009.

Full-Time Tenure-Track Faculty; Non-Tenure-Track Faculty – Teaching, Service, & Administration

Dean's Special Merit Recommendation - 50 points or more

Minimum of two first-tier referred articles in print in the most recent 3 academic years, excellent teaching and service to the Dedman School of Hospitality. This is based on availability of funding.

Category One (x4) - Highest Recommendation – 35 points minimum

Minimum of one first-tier referred article in print in the most recent 3 academic years, excellent teaching and service to the Dedman School of Hospitality.

Category Two (x2) – 20 points minimum

Minimum of one second-tier referred article in print in the most recent 3 academic years.

Category Three – 10 points minimum

Minimum of two first-tier or second-tier articles submitted for review.

Assigned Points

First Tier Refereed Articles – 10 points each

- *International Journal of Hospitality Management
- *Journal of Hospitality & Tourism Research (CHRIE)
- *Journal of Travel Research
- *Tourism Management
- *Editor of above journals
- *Any journal considered first tier by FSU-COB department

Second Tier Refereed Articles - 5 points each

- *Refer to Appendix IV
- *Editor of above journals.
- *Any journal considered second tier by FSU-COB departments.

Refereed Presentations/Proceedings - 1 points each

- *National or international hospitality, business, or related discipline
- *Reviewer for first tier or second tier journals listed above

Sponsored Research or FSU Research Foundation Grants (based on budget start date)

- *National Institute of Health, National Science Foundation, USDA - 10 points each
- *Other federal, state, university, or private research grants - 8 points
- *Federal, state, university, or private training grants - 5 points

Teaching (based on average of 5/6 academic-year semesters in 3 most recent years)

- *SUSSAI Question 8 - "Overall assessment of the instructor."
 - 90% - Excellent and Very Good - 6 points
 - 80% - Excellent and Very Good - 3 points
 - 70% - Excellent and Very Good - 1 point

Service

- *Advisor; Trade Shows; Community; Committees; other service
 - Excellent - 3 points
 - Very good – 2 points
 - Good – 1 point

Non-Tenure Track Faculty

Teaching (based on average of 5/6 academic-year semesters in 3 most recent years)

- *SUSSAI Question 8 - "Overall assessment of the instructor."
 - 90% - Excellent and Very Good - 25 points
 - 80% - Excellent and Very Good - 20 points
 - 70% - Excellent and Very Good - 15 points

Service

- *Advisor; Trade Shows; Community; Committees; other service
 - Excellent - 10 points
 - Very good – 7 points
 - Good – 5 points

Assignment of Responsibilities

Full-Time Tenure-Track Faculty Teaching Load

Minimum of two first-tier referred articles in print for the most recent 5 academic years. As an offset to first-tier articles, grant awards from NIH, NSF, and USDA would

be sufficient, after overhead, for a one class buy-out for two semesters, with the remaining grant funds used for project support. Teaching course loads are based on 3 semester-hour courses and a class sizes:

- 25% - 75 students or less (8% per credit hour)
- 30% - 76 - 115 students (10% per credit hour)
- 35% - 116-160 students (12% per credit hour)
- 40% - 161-315 students (13% per credit hour)
- 45-50% - 316-500 students (17% per credit hour)
- 25-30% - Master's
- 25-30% - Doctoral

5% - Service assignment for faculty (one COB and DSH committee member, advisor for DSH student organization). Service assignment can reach 10% for exceptionally high service activities.

50% - Administrative assignment for DSH Director

Four/Four Teaching Load

*Very good teaching and service to DSH.

Four/Three Teaching Load

*Minimum of two first-tier or second-tier articles submitted for review. Very good teaching and service to DSH.

Three/Three Teaching Load

*Minimum of second-tier article in print and one first-tier article submitted, very good teaching average, and very good service to DSH.

Two/Three Teaching Load

*Minimum of one first-tier or two second tier referred articles. Very good teaching assessment average and service to DSH.

Two/Two Teaching Load (6 semester hours)

*Minimum of two first-tier referred articles in print for the most recent 5 academic years. Very good teaching assessment average and DSH service.

Full-Time Non-Tenure Track Teaching Load

Minimum of very good teaching average evaluations and very good service to DSH. Teaching loads are:

- 25% - 75 students or less (8% per credit hour)
- 30% - 76 - 115 students (10% per credit hour)
- 35% - 116-160 students (12% per credit hour)

40% - 161-315 students (13% per credit hour)

45-50% - 316-500 students (17% per credit hour)

5-10% - Additional percentage for lab courses, depending on level of support from teaching assistants and lab instructors.

5% - Service assignment for faculty (advisor for DSH student organization, COB and DSH committee member).

30% - Administrative Assignment for PGM Director

Four/Four Teaching Load

*Very good teaching and service to DSH

Reduced Teaching Loads

*When larger classes, administrative responsibilities, or lab course percentages are considered. Very good teaching and service to DSH.