

## **Bylaws**

### **School of Criminology and Criminal Justice College of Social Work & Criminal Justice Florida Atlantic University**

**Approved by the School of Criminology and Criminal Justice Faculty on November 8, 2024  
Approved by the Provost's Office on March 10, 2025 (Reviewed and approved by Dr.  
Stephen Engle and Tori Winfield)**

#### **PREAMBLE**

The faculty of the School of Criminology and Criminal Justice (SCCJ) adopts these Bylaws to define the role of shared governance within the School. These Bylaws ensure that faculty interests and perspectives are given due consideration in decision-making processes and constitute the rules for governance of the SCCJ in the College of Social Work & Criminal Justice (College hereafter) at Florida Atlantic University. These Bylaws are governed by and subordinate to where applicable, the Regulations of the Florida Board of Governors; the Regulations of the Florida Atlantic University Board of Trustees, University policies and regulations, federal and state laws, any collective bargaining agreement covering the faculty, and the President's and Provost's Memoranda. The goals of shared governance are to maintain respect and communication between faculty and administration making it possible for the University to function successfully. The administration, faculty, and staff will work together to foster collegiality among all members of the School.

#### **ARTICLE I: DEFINITIONS**

School Membership: School membership shall consist of all persons, including full-time, part-time, tenured, tenure-track, or non-tenure track, holding the rank of Professor, Associate Professor, or Assistant Professor, or identified in their letters of appointment as Senior Instructor, University Instructor, Instructor, Emeritus Faculty, Visiting Faculty, Adjunct Faculty, Affiliate Faculty, Administrative Staff, Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant.

School Faculty: The School Faculty is the governing body of the School. Its membership includes all full-time faculty members holding the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructor who are on multi-year contracts (excluding visiting positions).

Quorum: A majority of the School Faculty shall constitute a quorum.

## **ARTICLE II: RESPONSIBILITIES AND AUTHORITY OF THE DIRECTOR AND ASSOCIATE DIRECTOR OF THE SCHOOL**

### **A. Director of the School**

The Director of the School is responsible for the efficient execution of university policies and for overall leadership of the unit but shares this responsibility with members of the faculty and staff through consultation, committee structures and responsibilities, and other democratic procedures. Recommendations made by the faculty and staff are advisory to the School Director, who is ultimately responsible for the successful management of the School.

The School Director is appointed by the Dean, in consultation with the faculty and with the concurrence of the Provost. The length of the appointment is determined by the Dean, as outlined in the Provost's Memoranda and Policies, Section 2.2.5 (<https://www.fau.edu/provost/resources/policy-memoranda.php>). The School Director serves at the discretion of the Dean and Provost.

The School Director shall undergo a review every three years whereby the School's faculty will be given the opportunity to provide anonymous feedback on the performance of the School Director.

General responsibilities of the School Director are outlined in the Provost's Memoranda and Policies, Section 2.2.5 and in the Chairs/Directors Hit List of Duties (<https://www.fau.edu/provost/resources/>). In addition, responsibilities and duties of the Director are determined by the Dean and may include, but are not limited to:

1. Conduct an ongoing critical review of School objectives, programs, and priorities.
2. Communicate regularly with School Faculty and keep them informed of developments and issues likely to affect their academic welfare.
3. Assign or approve the research, teaching, and service duties of School Faculty.
4. Evaluate annually in writing and discuss the performance of School Faculty regarding all aspects of their annual assignments.
5. Annually report to the School Faculty, and others as necessary, the state of the School and the previous academic year's research, teaching, and service accomplishments of School Members.
6. Appoint School Faculty to coordinator positions except as prescribed in these Bylaws.
7. Recommend School Faculty for service on non-elected college and university committees.
8. Oversee the nomination and election process for all School standing committees, as well as college and university-level service assignments to ensure an appropriate service labor load, keeping in mind committee demands, time commitment, and levels of tenure-track faculty. If the nomination and election process is insufficient at filling committees, the School Director shall appoint School Faculty to serve on committees.
9. Recommend merit, equity, and market salary adjustments for School Faculty and staff.

10. Ensure efficient use of School resources including administrative assistance, computer resources, travel budgets, research funds, and research and teaching assistants.
11. Oversee auxiliary programs and budgets, in coordination with designated Coordinators.
12. Recruit, hire, develop, and evaluate the School's staff.
13. Serve as the Chair of the School's Executive Leadership Committee.
14. Consult with appropriate School committees on policies and decisions that affect those committees.
15. Hire School Faculty, full-time Instructors, in consultation with the faculty and Dean.
16. Develop, review, and apportion duties to full-time Instructors.
17. Hire, review, and apportion duties to Adjunct Faculty, in consultation with the Adjunct Faculty Coordinator.
18. Hire graduate assistants who are funded from the School's budget, in consultation with the Graduate Program Coordinator.
19. Make final decisions regarding graduate and undergraduate course scheduling, in consultation with the Associate Director, Undergraduate Program Coordinator, Graduate Program Coordinator, and individual faculty, as appropriate.
20. Oversee the development and implementation of strategic goals, in line with strategic plans for the School and College.
21. Guide development and fundraising for the School in coordination with the College Director of Development.

## **B. Associate Director of the School**

The Associate Director is appointed by the School Director, in consultation and concurrence of the Dean. The Associate Director serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean.

The Associate Director serves on a twelve-month basis. Therefore, the appointment will generally entail converting the individual's appointment from nine to twelve months. In addition, the Associate Director will accrue and use annual leave according to existing university policies. The Associate Director shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Associate Director.

The Associate Director is responsible for assisting the School Director with the normal operations of the School, internal administrative issues, and in the efficient execution of university policies. The Associate Director shall also initiate and self-direct initiatives that are in the best interest of the School, while consulting with the School Director as necessary and appropriate. Additional responsibilities of the Associate Director will be determined by the School Director and may include, but are not limited to, any of the following, depending on the needs of the School:

1. Serve as the temporary deputy designee on those occasions when the School Director is not available.
2. Serve as a member of the School's Executive Leadership Committee.

3. Maintain a record of the members of each standing committee to include the sequence of elections and the respective terms of those elected.
4. Make graduate and undergraduate course scheduling recommendations to the School Director, after consulting with the Undergraduate Program Coordinator, Graduate Program Coordinator, and School Faculty.
5. Represent the School at special academic events.
6. Assist the School Director with student affairs issues, as necessary and appropriate.
7. Assist with the development and implementation of strategic goals, in line with strategic plans for the School and College.
8. Maintain a list of School-based initiatives.

### **ARTICLE III: RESPONSIBILITIES AND AUTHORITY OF FACULTY**

The School encourages its tenured and tenure track faculty members to achieve a healthy balance in their commitments to teaching, research, and service, all of which are viewed as integral and necessary parts of the University's mission and purpose. All members in the School share in the responsibility for its success. In general, the faculty advises, and the School Director recommends to the Dean on matters of policy, personnel, and curriculum. In addition to their teaching responsibilities, faculty members share in the leadership responsibilities outlined below and in contributing to the development and implementation of the School's strategic goals.

The School Director shall appoint School Faculty as coordinators (III. A-E) and oversee the nomination and election process for standing committees (VI. A. 3-8) unless appointments are necessary, as proscribed in II. A. 8. If a coordinator or appointed committee member is to be on leave for one semester, a replacement may be appointed on an interim basis to serve in the position for the one semester. However, if an individual is to be absent for two or more semesters, a replacement will be appointed. If a faculty member serving on a standing committee as a result of a faculty election (VI. A. 3-8) is to be on leave for one or more semesters, a vote of the faculty will elect a new member to that committee, with a new term start date. It is not a violation of the Bylaws if a coordinator position is unfilled due to fiscal or personnel realities.

#### **A. Undergraduate Program Coordinator**

The Undergraduate Program Coordinator is to be a tenured or tenure-track School Faculty member, or an Instructor, Senior Instructor, University Instructor, with a tenured School Faculty member or Senior or University Instructor being preferred. The Undergraduate Program Coordinator is appointed by the School Director, in consultation and concurrence of the Dean. The Undergraduate Program Coordinator serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean, but shall not exceed three years. The individual may be reappointed to serve a second consecutive term without the soliciting of nominations. To be reappointed to additional consecutive terms, the School Director will solicit nominations (self-nominations are acceptable) for the position of Undergraduate Program Coordinator. The School Director shall solicit feedback from the School Faculty on the current Undergraduate Program Coordinator and any willing nominees. The School Director will then re-appoint (or

appoint) a faculty member to serve as the Undergraduate Program Coordinator. The Undergraduate Program Coordinator shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Undergraduate Program Coordinator.

Responsibilities and duties of the Undergraduate Program Coordinator are determined by the Director and may include, but are not limited to:

1. Chair of the Undergraduate Committee, delegate responsibilities to Undergraduate Committee members, as necessary, and report its activities at School faculty meetings.
2. Serve as a liaison with College Advising Services.
3. Serve as a liaison with the Honors College.
4. Serve on the College-level Undergraduate Programs Committee.
5. Serve on the School Scholarship Committee.
6. Provide administrative leadership to the Undergraduate Committee, including strategic planning, curriculum offerings, recruitment, leading the direction of Transfer Equivalency System (TES) activities, working with the administrative staff, and directing any other activities related to the undergraduate program as assigned by the School Director.
7. Contribute to the development and implementation of strategic goals, in line with strategic plans for the School and College.
8. Coordinate with the School Director and Associate Director and make recommendations for scheduling of undergraduate courses.
9. Review and make decisions for student-initiated requests for waivers/appeals/petitions/reinstatements concerning academic standards and degree requirements, in consultation with the School Director and/or Undergraduate Committee, as needed.
10. Oversee the record keeping and tracking of Criminology and Criminal Justice majors and minors, including descriptive statistics, recruitment, retention, and placement trends, in coordination with College Advising Services, the Dean's Office, and university administration.
11. Coordinate the evaluation of the undergraduate program, based on annual assessments, to identify its strengths and weaknesses, make recommendations for improvement when necessary, and report the findings of this evaluation to the faculty, the University's Team for Assurance of Student Learning (TASL), and other requisite entities.
12. Oversee the activities of the Student Success Coordinator and Online Undergraduate Program Coordinator.
13. Work in coordination and regularly communicate with the Adjunct Faculty Coordinator and Graduate Program Coordinator.
14. Oversee the nomination of undergraduate representatives to any college or university committees requiring such membership.

## **B. Graduate Program Coordinator**

The Graduate Program Coordinator is to be a tenured or tenure-track School Faculty member, or an Instructor, Senior Instructor, University Instructor (all must have Graduate Faculty

Status), with a tenured School Faculty member or University Instructor being preferred. The Graduate Program Coordinator is appointed by the School Director, in consultation and concurrence of the Dean. The Graduate Program Coordinator serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean, but shall not exceed three years. The individual may be reappointed to serve a second consecutive term without the soliciting of nominations. To be reappointed for additional consecutive terms, the School Director will solicit nominations (self-nominations are acceptable) for the position of Graduate Program Coordinator. The School Director shall solicit feedback from the School Faculty on the current Graduate Program Coordinator and any willing nominees. The School Director will then re-appoint (or appoint) a faculty member to serve as the Graduate Program Coordinator. The Graduate Program Coordinator shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Graduate Program Coordinator.

Responsibilities and duties of the Graduate Program Coordinator are determined by the Director and may include, but are not limited to:

1. Chair the Graduate Committee, delegate responsibilities to Graduate Committee members, as necessary, and report its activities at School faculty meetings.
2. Serve as a liaison with the Graduate College and coordinate school activities with the Graduate College.
3. Serve on the College Graduate Committee.
4. Provide administrative leadership to the graduate program, including strategic planning, curriculum offerings, recruitment, working with the administrative staff, and directing any other activities related to the graduate program as assigned by the School Director.
5. Contribute to the development and implementation of strategic goals, in line with strategic plans for the School and College.
6. Coordinate with the School Director and Associate Director and make recommendations for scheduling of graduate courses.
7. Direct the recruitment and admission of graduate students, with coordination from the Graduate Committee.
8. Solicit faculty requests for assistantships and report to the faculty annually the corresponding assignments and funding sources.
9. Assign graduate students who have been awarded a Graduate Teaching Assistantship (GTA), Graduate Research Assistantship (GRA), and/or Graduate Assistantship (GA) to faculty.
10. Report all GTA/GRA/GA positions, GTA courses, and faculty supervisors to the School Director and College Assistant Dean for Finance and Administration each semester.
11. Solicit faculty feedback on graduate student performance that may be then incorporated into decisions about the future appointment of graduate students to assistantship positions.
12. Review and make decisions for graduate student-initiated requests for waivers/appeals concerning academic standards and degree requirements.

13. Oversee the record keeping and tracking of Master's of Science in Criminology and Criminal Justice (MSCCJ) students, including descriptive statistics, recruitment, and retention.
14. Coordinate the evaluation of the graduate program, based on annual assessments, to identify its strengths and weaknesses, make recommendations for improvement when necessary, and report the findings of this evaluation to the faculty, the University's TASL, and other requisite entities.
15. Oversee the nomination of graduate student representatives to any college or university committees requiring such membership.
16. Oversee the maintenance of a file of graduate course syllabi.
17. Advise students enrolled in graduate courses.
18. Support graduate student-centered initiatives.
19. Maintain a record of faculty members who hold graduate faculty status and recommend, to the School Director, School Faculty for graduate faculty status.
20. Guide development and fundraising efforts in coordination with the College Director of Development to bring scholarships, fellowships, and resources to graduate students.

### **C. Adjunct Faculty Coordinator**

The Adjunct Faculty Coordinator is to be a tenured or tenure-track School Faculty member, or an Instructor, Senior Instructor, University Instructor, with a tenured School Faculty member or Senior or University Instructor being preferred. The Adjunct Faculty Coordinator is appointed by the School Director, in consultation and concurrence of the Dean. The Adjunct Faculty Coordinator serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean, but shall not exceed three years. The individual may be reappointed to serve a second consecutive term without the soliciting of nominations. To be reappointed to additional consecutive terms, the School Director will solicit nominations (self-nominations are acceptable) for the position of Adjunct Faculty Coordinator. The School Director shall solicit feedback from the School Faculty on the current Adjunct Faculty Coordinator and any willing nominees. The School Director will then re-appoint (or appoint) a faculty member to serve as the Adjunct Faculty Coordinator. The Adjunct Faculty Coordinator shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Adjunct Faculty Coordinator.

Responsibilities and duties of the Adjunct Faculty Coordinator are determined by the Director and may include, but are not limited to:

1. Serve as a liaison between the adjunct faculty members and the School Director.
2. Provide administrative leadership to the adjunct program, including strategic planning, curriculum offerings, recruitment, working with the administrative staff, and directing any other activities related to the adjunct program as assigned by the School Director.
3. Coordinate with the School Director and Associate Director and make recommendations for scheduling of courses taught by adjunct faculty.
4. Direct the recruitment of adjunct faculty, with coordination from the School Director.

5. Coordinate the evaluation of the adjunct program, to identify its strengths and weaknesses, make recommendations for improvement when necessary, and report the findings of this evaluation to the School Director.
6. Support adjunct-centered initiatives.

#### **D. Student Success Coordinator**

The Student Success Coordinator is to be a tenured or tenure-track School Faculty member, or an Instructor, Senior Instructor, University Instructor, with a tenured School Faculty member or Senior or University Instructor being preferred. The Student Success Coordinator is appointed by the School Director, in consultation and concurrence of the Dean. The Student Success Coordinator serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean, but shall not exceed three years. The individual may be reappointed to serve a second consecutive term without the soliciting of nominations. To be reappointed to additional consecutive terms, the School Director will solicit nominations (self-nominations are acceptable) for the position of Student Success Coordinator. The School Director shall solicit feedback from the School Faculty on the current Student Success Coordinator and any willing nominees. The School Director will then re-appoint (or appoint) a faculty member to serve as the Student Success Coordinator. The Student Success Coordinator will work in conjunction with the other program coordinators and report to the School Director. The Student Success Coordinator shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Student Success Coordinator.

Responsibilities and duties of the Student Success Coordinator are determined by the Director and may include, but are not limited to:

1. Assist the Undergraduate Program Coordinator with coordinating activities related to the undergraduate program.
2. Serve on the Undergraduate Committee.
3. Assist the Undergraduate Program Coordinator in assessment of the undergraduate program.
4. Represent the School at recruitment undergraduate events, advising fairs, and other special academic events.
5. Oversee the maintenance of a file of course syllabi and upload syllabi for credentialing through the Wizard Credentialing System.
6. Support undergraduate student-centered initiatives.
7. Serve as the School's liaison on student success and retention initiatives.
8. Oversee the field experience program and report on programmatic changes and activities at School meetings.
9. Serve as a liaison with the Career Center.
10. Collaborate with the Undergraduate and Graduate Committees and make recommendations for the modification of the Criminal Justice Field Experience courses.



11. Maintain a current listing of acceptable field experience agency partners, including criminal justice agencies and non-profit organizations that interface with the criminal justice system.
12. Respond to student and agency inquiries to provide information about the field experience program and requirements.
13. Interface with potential field experience placement agencies to generate additional placement locations and discuss program requirements.
14. Provide career counseling and field experience placement advice to undergraduate and graduate students and assist them with locating appropriate placements.
15. Serve as a liaison between student interns and field experience agency coordinators to resolve problems or address issues related to field experience placements.
16. Oversee the record keeping and tracking of Criminal Justice interns, including information on types of agency placements and, where available, job placement trends.
17. Provide agency contact information to criminal justice graduate students who are interested in obtaining field experience with approved agencies.
18. Coordinate Criminal Justice career fairs and similar events.
19. Present a report at a School faculty meeting every spring semester identifying the number of students placed annually, the types of placement agencies that partnered with the School, and a summary evaluation of students' evaluative assessment of the field experience agencies and the agencies' evaluative assessment of the student interns. The information shall be used to inform discussions related to the need for programmatic changes. The report shall identify the Field Experience Program's strengths and weaknesses and make recommendations for improvement when necessary.

#### **E. Online Undergraduate Program Coordinator**

The Online Undergraduate Program Coordinator is to be a tenured or tenure-track School Faculty member, or an Instructor, Senior Instructor, University Instructor, with a tenured School Faculty member or Senior or University Instructor being preferred. The Online Undergraduate Program Coordinator is appointed by the School Director, in consultation and concurrence of the Dean. The Online Undergraduate Program Coordinator serves at the discretion of the School Director. The length of the appointment will be determined by the School Director, in consultation and concurrence of the Dean, but shall not exceed three years. The individual may be reappointed to serve a second consecutive term without the soliciting of nominations. To be reappointed to additional consecutive terms, the School Director will solicit nominations (self-nominations are acceptable) for the position of Online Undergraduate Program Coordinator. The School Director shall solicit feedback from the School Faculty on the current Online Undergraduate Program Coordinator and any willing nominees. The School Director will then re-appoint (or appoint) a faculty member to serve as the Online Undergraduate Program Coordinator. The Online Undergraduate Program Coordinator shall undergo a simple, unofficial review every three years whereby the School's Faculty will be given the opportunity to provide anonymous feedback to the Director on the performance of the Online Undergraduate Program Coordinator.

Responsibilities and duties of the Online Undergraduate Program Coordinator are determined by the Director and may include, but are not limited to:

1. Serve on the Undergraduate Committee.
2. Serve as a liaison with the Center for Continuing and Online Education.
3. Serve as a liaison with the Office of Information Technology.
4. Provide administrative leadership to the online undergraduate program, including strategic planning, curriculum offerings, recruitment, working with the administrative staff, and directing any other activities related to the online undergraduate program as assigned by the School Director.
5. Coordinate with the School Director, Associate Director, and Undergraduate Coordinator and make recommendations for scheduling of online undergraduate courses.
6. Assist School Faculty through the Quality Matter's process for their online courses.
7. Promote excellence in online instructional pedagogy.
8. Support student-centered initiatives for online students.

#### **ARTICLE IV: VOTING MEMBERSHIP OF THE SCHOOL**

The voting body of the School shall consist of:

1. All full-time faculty members holding primary appointment with at least 51% full-time equivalency (FTE) in the School and holding the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructors on multi-year contracts.
2. The School Director and School Faculty who are also Associate Deans and have School-related FTE (e.g., research, teaching, and/or service responsibilities).
3. Voting members of the faculty on sabbatical or other official forms of leave, including travel, annual leave, and sick leave, shall be permitted to cast absentee ballots.

Voting restrictions:

1. Only faculty holding the rank of Professor, Associate Professor, or Assistant Professor have the right to vote on issues that solely impact tenure-line faculty (e.g., personnel).
2. Voting on graduate program issues shall be limited to School Faculty with graduate faculty status.
3. Individuals who hold 100% Administrative Managerial Positions (AMP) do not have voting rights in the School.

#### **ARTICLE V: MEETINGS OF THE FACULTY**

##### **A. Procedures**

The meetings of the faculty will be guided by the general principles espoused in the latest edition of Robert's Rules of Orders. Equally important to parliamentary procedure is a spirit of collegiality and mutual respect. If there are procedural disagreements, the School representatives for the College Faculty Assembly Steering Committee will consult with the

School Director to settle the dispute. The School Director shall preside over faculty meetings; if the School Director is unable to attend a faculty meeting, the Associate Director shall preside over the meeting. If neither can attend the faculty meeting, the meeting shall be postponed.

#### **B. Schedule of Meetings**

There shall be at least two meetings of the School Faculty each fall and spring semester, whose meeting dates are announced to the faculty at the start of each semester. Additional meetings may be called by the School Director or at the request of at least 25% of the faculty. Whenever possible, the School Director will announce meetings via email at least 5 business days in advance.

#### **C. Meeting Attendance**

School Faculty shall be permitted to attend meetings in-person, via a virtual platform, or via teleconference. School Faculty are encouraged to attend meetings in-person when feasible. The School Director shall arrange virtual attendance opportunities for faculty who wish to attend a faculty meeting via a virtual platform or teleconference. School Faculty shall be considered present at a faculty meeting if they attend in-person, via a virtual platform, or via teleconference. Consistent with the College Faculty Assembly Bylaws, all reasonable accommodations will be made to promote faculty engagement through in-person and remote attendance. The School Faculty recognize that, at times, an in-person only faculty meeting will be justified due to the nature of the agenda items.

#### **D. Voting Policies**

1. Voting shall occur only if a quorum of the School Faculty is present at the meeting.
2. Prior to voting on an issue, faculty are welcomed and encouraged to share their points of view in a collegial and professional manner consistent with the university code of conduct.
3. In most matters put to a vote, the decision is made by a simple majority of the faculty who voted. (Exceptions include the changing of these Bylaws which requires a 2/3 vote of the School Faculty who voted). Depending on the matter at hand, voting may be by unanimous consent, voice vote, or by anonymous ballot. The request by any voting member that an anonymous ballot be used for an issue shall be honored unless University policy does not allow an anonymous ballot.
4. When an anonymous ballot vote is requested, a virtual ballot shall be used to vote on School matters. An ad hoc tellers committee shall create an anonymous ballot via a secure platform and distribute the link to all voting members of the School Faculty. The results will be shared with faculty immediately following the conclusion of the vote.
5. Voting on issues shall take place during the meeting or within a reasonable time (i.e., 24-48 University business hours) following the faculty meeting and discussion, unless an official vote is required before then.

#### **E. Agenda**

The School Director shall prepare and distribute via email the agenda, any committee reports to be presented, and motions to be considered by the faculty in advance of all faculty meetings. Faculty requesting items for placement on the agenda are encouraged to submit a written

request to the School Director at least two business days prior to the meeting date and will include proposed motions for consideration. Where practical, corresponding documentation will be distributed to the faculty in advance.

#### **F. Minutes**

The School Director shall arrange to have the minutes maintained for all School meetings by the program assistant or a faculty member. Minutes are a record of what was done at the meeting, not what was said at the meeting. Minutes shall be distributed and approved by faculty within a reasonable time frame. The official copy of the minutes should include School Director reports, committee reports, correspondence, presentations, and motions, as applicable.

### **ARTICLE VI: COMMITTEES**

#### **A. Standing Committees**

The standing committees of the SCCJ include:

##### **1. Executive Leadership Committee**

The SCCJ Executive Leadership Committee is composed of the School Director, Associate Director, and all faculty holding Coordinator positions related to the undergraduate and graduate programs (III. A-E), with the School Director serving as the Committee chair. Members serve for the length of time in which they serve in a Coordinator position.

The Committee advises the School Director on School-based initiatives, organizes and coordinates School academic programs, provides program updates to the School Director, and assumes other activities and special projects as requested by the School Director. The Committee shall be advisory to the School Director in matters of planning and budgeting, as well as assisting with the Academic Program Review and University's Team for Assurance of Student Learning (TASL). The Committee meets as often as necessary to complete its responsibilities. Executive leadership committee meetings will be open to voting members of the School. The School Faculty recognizes that, at times, the Executive Leadership Committee may go into executive session to discuss confidential matters. Informed by public meetings law, executive sessions are closed meetings, attended by committee members and invited staff or guests only, and should be used only when necessary. Importantly, executive sessions can only occur at an open meeting announced in advance.

##### **2. Promotion, Tenure, Third Year Review, and Annual Review Committee**

The School's Promotion, Tenure, and Annual Review Committee consists of all faculty who are eligible to participate in the promotion, tenure, third year review, and annual review process. All tenured Associate Professors and Professors are eligible and expected to participate in reviews of tenure-track Assistant Professors as part of the process of annual reviews, third year reviews, and as candidates for promotion to Associate Professor with tenure. These written reviews may include areas of success, concerns, and opportunities for growth, as applicable. All Professors are eligible and

expected to participate in reviews of candidates for promotion to Professor. The School Director is ineligible to serve on this committee.

The Chair shall be a tenured faculty member elected at the first faculty meeting of the academic year by the tenured and tenure-track faculty of the School (Assistant Professors, Associate Professors, and Professors) with the responsibility to convene, organize, and oversee meetings of the Committee as needed to conduct the business of the Committee. The Chair shall also draft a letter of recommendation to the School Director that reflects the evaluations expressed by faculty for that candidate. Annual reviews for tenure-track Assistant Professors shall occur during the Spring semester, in line with the annual review process. Third year and promotion and tenure reviews shall be done within the timeline outlined in the P&T Interfolio Timeline (<https://www.fau.edu/sw-cj/faculty-and-staff/information/>). Annual reviews for Associate Professors who request a review shall occur during the Spring semester, in line with the annual review process. To conduct business, a quorum of eligible faculty must be present.

Responsibilities of the Committee include:

- a. Making written recommendations including areas of success, concerns, and opportunities for growth, as applicable, and include results of a vote, to the School Director regarding all annual reviews and applications for third year review, tenure, and promotion.
- b. Assessing a faculty member's progress toward tenure and/or promotion. When completed, the Committee will summarize its evaluation in a written response.
- c. Nominate and recommend to the School Director scholars qualified to serve as external reviewers of the academic qualifications of candidates for promotion and tenure.

### **3. Undergraduate Committee**

The School's Undergraduate Committee is composed of three (3) School Faculty members, which shall include the Undergraduate Program Coordinator and the Student Success Coordinator. The Undergraduate Program Coordinator shall serve as committee chair. The Committee shall consist of faculty members from different ranks when possible. Committee members shall serve two-year staggered terms, with members being elected during a Spring faculty meeting to serve for the subsequent two academic years. Committee members remain eligible to serve subsequent terms upon re-election. Committee members cannot serve more than two consecutive terms (4 years in a row). The Committee shall convene at least once each semester and meet as often as necessary to complete its business.

Responsibilities of the Committee include:

- a. Oversee the quality of undergraduate education.
- b. Maintain and develop the undergraduate curriculum and respond to curriculum issues that may arise.

- c. Receive and review proposals for addition, deletion, or substantive modification of courses and curricula in the undergraduate program and make recommendations to the faculty.
- d. Review undergraduate program issues and recommend to the faculty academic policies for undergraduate education.
- e. Conduct an annual assessment of the undergraduate program and curriculum.
- f. Attend recruitment events, as needed.
- g. Assume responsibilities and duties delegated by the Undergraduate Program Coordinator.
- h. Assume other duties that may be delegated to the Committee by the School Director.

#### **4. Graduate Committee**

The School's Graduate Committee is composed of five (5) School Faculty members, which shall include the Graduate Program Coordinator. The Graduate Program Coordinator shall serve as committee chair. The Committee shall consist of faculty members from different ranks when possible, and all members shall hold graduate faculty status. Committee members shall serve two-year staggered terms, with members being elected during a Spring faculty meeting to serve for the subsequent two academic years. Committee members remain eligible to serve subsequent terms upon re-election. Committee members cannot serve more than two consecutive terms (4 years in a row). The Committee shall convene at least once each semester and meet as often as necessary to complete its business.

Responsibilities of the Committee include:

- a. Oversee the quality of graduate education.
- b. Maintain and develop the graduate curriculum and respond to curriculum issues that may arise.
- c. Receive and review proposals for addition, deletion, or substantive modification of courses and curricula in the graduate program and make recommendations to the faculty.
- d. Review graduate program issues and recommend to the faculty academic policies for graduate education.
- e. Conduct an annual assessment of the graduate program and curriculum.
- f. Make admission decisions for MSCCJ applicants.
- g. Attend recruitment events, as needed.
- h. Assume responsibilities and duties delegated by the Graduate Program Coordinator.
- i. Assume other duties that may be delegated to the Committee by the School Director.

#### **5. Bylaws Committee**

The School's Bylaws Committee is composed of three (3) School Faculty members. The Committee shall elect which member serves as committee chair. The Committee shall consist of faculty members from different ranks when possible. Committee members shall serve two-year staggered terms, with members being elected during a

Spring faculty meeting to serve for the subsequent two academic years. Committee members remain eligible to serve subsequent terms upon re-election. Committee members cannot serve more than two consecutive terms (4 years in a row). The Committee meets as often as necessary to complete its business.

Responsibilities of the Committee include:

- a. Review, update, and maintain the Bylaws of the School, and ensure they are consistent with University policy and College Bylaws.
- b. Consider requests for proposed amendments to the Bylaws necessitated by changes to University policy or College Bylaws or submitted by the faculty or School Director.
- c. Draft amendments to be submitted as motions at School faculty meetings.
- d. Advise members of the School on questions of interpretation of the Bylaws.
- e. Review the Bylaws at least once annually and report to the faculty any draft recommended changes that are deemed necessary. A full review of the Bylaws shall be conducted by the faculty in the year prior to the School self-study that is commissioned as part of the University's Academic Program Review process. Additional reviews shall take place as called for by a quorum of the faculty.

#### **6. Sustained Performance Evaluation (SPE) Committee**

The School's Sustained Performance Evaluation (SPE) Committee is composed of three (3) School Faculty members holding the rank of Associate Professor or Full Professor. In consultation with the faculty member undergoing the SPE, the School Director shall appoint the committee members and chair who will serve until the SPE is completed. The Chair shall convene, organize, and oversee meetings of the Committee as needed to conduct the business of the Committee.

General responsibilities of the SPE Committee are outlined in the Provost's Memoranda and Policies, Section 2.4.5 (<https://www.fau.edu/provost/resources/policy-memoranda.php>). Additional responsibilities and the School's SPE policy are outlined in the College's Sustained Performance Evaluation Policy (<https://www.fau.edu/sw-cj/faculty-and-staff/information/>).

Responsibilities of the Committee include:

- a. Review the SPE file considering the School's SPE policy and assess whether expectations have been met.
- b. Prepare a brief report, to be added to the SPE file, summarizing its recommendation assessment of the faculty member's performance during the evaluation period that is consistent with the School's SPE policy.
- c. Indicate within the report whether the faculty member's performance Exceeds Expectations, Meets Expectations, or Fails to Meet Expectations, and cite specific reasons and evidence to support the conclusion.

#### **7. Post Tenure Review (PTR) Advisory Committee**

The School Director will convene a PTR Advisory Committee consisting of a minimum of three professors in the eligible faculty member's School. For the review of associate professors, the PTR Advisory Committee shall consist of professors of at least associate rank in the eligible faculty member's School. For the review of full professors, the committee shall consist of all full professors in the School. Should there be fewer than three eligible professors in the School at the required rank, the PTR Advisory Committee will select professors within the college so that there are at least three professors at the appropriate rank or above serving on the committee.

The PTR Advisory Committee will review each PTR file, not including non-compliance or disciplinary documentation attached by the Director, and prepare a report for each eligible faculty member based on the criteria and report requirements of the five-year review period defined within the College of Social Work and Criminal Justice Post Tenure Review (PTR) Policy document: <https://www.fau.edu/sw-cj/documents/cswcj-ptr-policy-appvd-120123.pdf>. The PTR Advisory Committee's report shall include a recommendation of whether the faculty "meets expectations" or "does not meet expectations". Faculty will be given a five-business day response period to respond to any concerns they have about the report before it is finalized and submitted to the Director. The PTR Advisory Committee will affix their reports to the PTR files and return them to the Director after the five-day period. The PTR Advisory Committee's report shall not be binding upon the Director, the Dean, or the Provost.

#### **8. Scholarship and Awards Committee**

The School's Scholarship Committee is composed of three (3) School Faculty members, including the Undergraduate Program Coordinator. The Committee shall elect which member serves as committee chair. The Committee shall consist of one member from each rank when possible. Committee members shall serve two-year staggered terms, with members being elected during a Spring faculty meeting to serve for the subsequent two academic years. Committee members remain eligible to serve subsequent terms upon re-election. Committee members cannot serve more than two consecutive terms (4 years in a row). The Committee meets as often as necessary to complete its business.

Responsibilities of the Committee include:

- a. Solicit applications for School scholarships.
- b. Review applications for School scholarships and make award recommendations to the School Director.
- c. Nominate alumni for appropriate awards, as applicable.
- d. Attend award ceremonies as the School's faculty representative, as needed.

#### **B. Ad Hoc Committees**

The School Director is authorized to appoint ad hoc committees as needed by the School, such as an academic program review committee or faculty search committee. The School Director will attempt to include faculty from different ranks on such committees. Depending on the nature of the task, the School Director will appoint a committee chair or ask that the members elect a chair.



**C. Dissolving Committees**

A standing committee (VI. A. 1-8) that does not meet or conduct business within two calendar years, shall be considered defunct. Defunct committees can be removed from these Bylaws following the procedures outlined in VIII.

**D. Selecting Members for College and University Committees**

Unless already specified in Article III, in cases where the School is called upon to provide a representative for a college or university committee, the School Director shall seek a volunteer to serve on the committee. If no volunteer steps forward, the School Director shall appoint the representative.

**ARTICLE VII:  
SCHEDULING OF CLASSES**

The School Director or their appointee shall endeavor, within the confines of curricular needs, student demand, and available funding, to maximize faculty preferences in assigning courses. To ensure a fair and equitable schedule of classes, the School Director shall consult with and consider faculty preferences, including course, day, and time requests, prior to the scheduling of courses. School Faculty shall be given priority to teach within their area of expertise and within the curriculum core. Faculty assigned to teach a course will not be removed in favor of another faculty member 30 days prior to the first day of class, if practicable or necessary.

**ARTICLE VIII:  
MODIFICATIONS AND AMENDMENTS TO BYLAWS**

The Bylaws of the School of Criminology and Criminal Justice are to be considered as in a state of permanent review and subject to change, as needed. All changes, recensions, modifications, and additions require approval by a two-thirds majority from the voting members of the School faculty. Amendments are subject to the approval of the Dean's Office and Office of the Provost.

**A. Proposal of Amendments**

Amendments to the Bylaws may be proposed in either of two methods:

1. The Bylaws Committee can draft amendments in writing to be submitted to the School Director who shall present the suggested amendments at the subsequent School faculty meeting.
2. Any voting member of the School can draft amendments in writing to be submitted to the School Director and Bylaws Committee who shall present the suggested amendments at the subsequent School faculty meeting.

**B. Considerations**

Proposed amendments will be presented to the School faculty at least five (5) business days before the discussion is scheduled for a School faculty meeting.

**C. Voting**

Voting policies are as proscribed in V. D. 1-6.

**D. Adoption**

All changes, modifications, and additions require approval by a two-thirds majority of the voting members of the School faculty. Unless otherwise stipulated in the action, the amendment becomes effective upon approval by the Dean's Office and Office of the Provost.