

Bylaws for the National High Magnetic Field Laboratory FSU Campus at Florida State University

These are the bylaws for the National High Magnetic Field Laboratory, FSU Campus at Florida State University. These bylaws were last approved on June 1, 2022 by a majority of the applicable voting members of the National High Magnetic Field Laboratory (“MagLab”) and on June 22, 2022 by the Office of the Vice President for Research and the Office of Faculty Development and Advancement.

I. Bylaws

- A. Adherence with Other Governing Documents.** At all times, National High Magnetic Field Laboratory 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.** Bylaws may be revised by calling a meeting of the MagLab faculty to discuss the proposed revisions. The faculty at this meeting will appoint a Bylaw Revision Committee with at least three members to draft the proposed revisions. The revised bylaws will be distributed to all faculty at least one week before a vote to ratify the revisions. The bylaws pass with a simple majority of the voting faculty by electronic ballot. The Bylaw Revision Committee decides whether revisions are presented for the vote by separate articles or as a whole.
- 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 National High Magnetic Field Laboratory (MagLab) shall consist of **Participating Faculty and Voting Faculty**. Throughout the rest of this document, **MagLab faculty** refers to Research Faculty and Research Support Faculty.
- a. **Participating Faculty.** All tenure track and Specialized faculty (Research Faculty and Research Support Faculty) who are associated/affiliated with the National High Magnetic Field Laboratory (MagLab) are invited to attend all MagLab faculty meetings. All faculty

are welcome to speak and make their opinions heard at any faculty meeting.

- b. **Voting Faculty.** All FSU tenure track and Specialized faculty at the MagLab **without voting rights in any other department/unit on FSU campus** may vote in MagLab FSU faculty votes.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of the [*fill in name of institute or center*]: [*fill in positions – postdocs, staff, etc.*].

C. Faculty Voting Rights. Voting Faculty. All FSU tenure track and Specialized faculty at the MagLab **without voting rights in any other department/unit on FSU campus** may vote in MagLab FSU faculty votes. Faculty with the right to vote in other units on campus are not allowed to vote on MagLab faculty related issues unless they rescind their FSU campus voting rights. In the rest of this document, “MagLab faculty” implies MagLab faculty at FSU campus.

D. Non-faculty Voting Rights. Participating Faculty. All tenure-track and Specialized faculty (Research Faculty and Research Support Faculty) who are associated/affiliated with the National High Magnetic Field Laboratory (MagLab) are invited to attend all MagLab faculty meetings. All faculty are welcome to speak and make their opinions heard at any faculty meeting.

III. Organization and Governance

A. Faculty Meetings. The MagLab Director or Deputy Director may call a faculty meeting at any time. In addition, the Director or Deputy Director will call a faculty meeting if 10 or more faculty requests a meeting for a specific purpose. In addition, regular meetings may be held by interested MagLab Faculty to discuss MagLab related issues. These meetings will be organized by MagLab faculty. Votes should be conducted by secret ballot and made available to all voting faculty.

B. Director Selection. The MagLab Director is appointed by the FSU Vice President for Research. The scope of the stakeholders involved will include many parties not covered under these bylaws, which are specific to only MagLab Faculty at FSU. Specifically, LANL and UF faculty, FSU Departments of Chemistry, Engineering and Physics faculty, Deans, and upper-level administration at all three MagLab campuses will have a role in the selection of a new MagLab Director that will ultimately be decided by the VP of Research. Therefore, these bylaws are limited to only the role that MagLab Faculty can play in the selection of a new MagLab Director. MagLab Faculty ultimately report to the MagLab Director, and must have a voice in the Director’s search process. In the event of a search, the search committee shall include a diverse and large representation of MagLab faculty.

Upon the announcement of the departure of the Director of the MagLab, the MagLab faculty shall call a faculty meeting to plan our level of participation in the search process.

The search process shall include (but not be limited to) faculty meetings wherein faculty can provide input on what they would like in a candidate for MagLab Director. Faculty will be encouraged to provide feedback to the selection committee. Director candidates shall be made available for interviews by the MagLab participating faculty.

Finally, a vote on the final candidates by secret ballot of the MagLab voting faculty will be forwarded to the Vice President of Research for consideration. The final full results will be shared with faculty.

C. Leadership and Committees. The MagLab is a large institution jointly operated for the National Science Foundation by Florida State University, the University of Florida and Los Alamos National Laboratory (with sites at each location) under a cooperative agreement that establishes the lab's goals and objectives. The MagLab's scientific direction is overseen by the Science Council, in addition to two external committees: The User Advisory Committee and the External Advisory Committee, which provide advice on issues critical to the successful management of the MagLab. The MagLab's leadership team works collaboratively to support and advance the scientific mission of the National MagLab. Additional information is located here: <https://nationalmaglab.org/about/organization>

The MagLab organizational chart can be found here:

https://nationalmaglab.org/images/staff/searchable_docs/organization_chart.pdf

D. Faculty Recruitment (Recruitment and Selection of New Research Faculty and Research Support Faculty). Any department who wants to hire a new MagLab Research faculty and/or Research Support faculty member must send a request to MagLab HR. Upon their approval, the hiring process may begin. Search committee chairs will receive a letter from the MagLab Director or Deputy Director outlining their responsibilities and the MagLab's expectations for faculty recruitment and hiring.

The MagLab is committed to expanding and maintaining a diverse and inclusive organization and ensuring a broad pool of highly qualified candidates. The role of the search committee chair is important as we continue to enhance our diversity efforts here at the MagLab. Throughout the recruitment process, one of our goals is to recruit highly qualified members of underrepresented groups. The MagLab recognizes NSF's definition of URM groups (<https://nces.nsf.gov/pubs/nsf21321/report/introduction>), which includes women, persons with disabilities, and some minority groups (Blacks or African-Americans, Hispanics or Latinos, and American Indians or Alaska Natives) that

are underrepresented in science and engineering (S&E). That is, their representation in S&E education and S&E employment is smaller than their representation in the U.S. population). Throughout the rest of this document, URM refers to this definition above.

To accomplish these goals, the chair of the Faculty Search Committee will follow all Diversity Committee rules and guidelines for new hires.

The **Compliance Subcommittee** of the Diversity Committee meets with the Search Committee chair at the beginning of each hire. This subcommittee reviews job descriptions for inclusive and equitable language and assists the chair with identifying well-suited URM societies and contacts for advertising the position. Once approved by the subcommittee, the job advertisement is posted on the FSU website. Search Committee Chairs need to contact the Public Affairs department to post on MagLab social media and the MagLab website. New positions must be posted/sent to at least 3 URM-focused sites (e.g., disciplinary societies, Minority Serving Institution relevant STEM departments, or additional resources recommended by the compliance subcommittee). MagLab HR will assist with identifying applicable resources, but each search committee can identify additional resources/groups for attracting diverse candidates.

All members of search committees at FSU must complete the **FSU Faculty & Staff Search Committee Training**. It's the responsibility of the Chair to check that each member has completed training. The successful completion of the MagLab in-person course or the FSU online course (<https://faculty.fsu.edu/sites/g/files/upcbnu1216/files/FacultyStaffSearchTraining.pdf>) is a requirement for any MagLab scientist to serve on a scientific search committee.

The search committees must include the following representatives:

- Search Committee chair
- Diversity Committee member (at least one)
- Faculty/Department faculty member (one or more)
- Research/Faculty member internal to MagLab but external to the hiring unit who meets the definition of "Voting Faculty" in Section I (one or more)

Optional members may include:

- Research/Faculty member external to MagLab. For the purposes of this document, LANL and UF MagLab faculty are considered external.
- Tenure track faculty members who are affiliated with the MagLab
- Graduate student or postdoc

E. Unit Reorganization. If there is a proposed MagLab reorganization that involves significant changes to faculty reporting or supervision, the Director of

the MagLab will call a meeting with the affected department(s) where the proposed reorganization will be described to the MagLab participating faculty. Such meeting shall be called at least 21 calendar days not including any major holiday breaks before the change is to take effect. Under emergency circumstances the Director or Deputy Director may take immediate steps to address the emergency. A meeting will be called as soon as possible to explain the changes to the faculty and gather input.

In all cases, both affected MagLab faculty and their direct supervisor(s) have to be informed of the suggested changes to faculty reporting or supervision; if requested by the affected faculty and/or the faculty direct supervisor(s), a meeting with the Director will occur before the changes take place. If the reorganization implies the dismissal of faculty, their rights will be protected by the policies put forth in the United Faculty of Florida, FSU Chapter, Collective Bargaining Agreement.

IV. Curriculum (if applicable)

Not applicable

V. Annual Evaluation of Faculty on Performance and Merit

The annual MagLab Performance Evaluation process covers the calendar year and ends with an **official final submission to FSU HR in May** of each year.

- 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

- B. Criteria for Evaluation of Specialized Faculty.** To incorporate Faculty Peer Review in the Annual Evaluation Process, faculty from each MagLab department will be asked to anonymously evaluate the other faculty within their department. Each faculty member has the option to provide a copy of his/her annual report (see below) and CV to their peers for consideration. The peers will provide a numeric score for each of the four Performance Criteria that MagLab Faculty are evaluated on: **Safety, Science, Supervision/Mentoring, and Service**. Further details of these criteria are found in Section VIII of this

document. The numeric score for each of these criteria will be 1 through 5 (as per Merit Evaluation Ranking Structure below) that corresponds to the university rating scale. This process will be administered and collated by MagLab HR and the score provided to supervisors to inform and guide their evaluation and feedback for their faculty. The scores will also be made available to the MagLab Promotion Committee and can be made available to the faculty upon request.

1) Safety

2) Science

3) Supervision/Mentoring

4) Service

VI. Promotion of Faculty

A. Progress Toward Promotion Letter. Each MagLab faculty member will prepare an annual report summarizing their work over the previous calendar year, using the criteria stated below. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. The annual report will be reviewed and discussed in person (or virtually) with the employee and their immediate supervisor with a deadline in May. Progress towards promotion and salary increases will be based on this process at the supervisor's discretion.

Supervisors are notified of the exact date each year in April by MagLab HR. Each facility/department within the MagLab must set the deadline for faculty to submit their annual reports to their supervisor that give all parties adequate time to prepare the report, the supervisor response and the final meeting so that all documents can be signed and submitted on time.

Supervisor Responsibilities

Once faculty have submitted their summary to their supervisor, supervisors should have 2-3 weeks to complete the Supervisor Summary, Assignment of Responsibility (AOR) process, and the Evaluation Form. Once these are completed, supervisors must set a mutually agreed upon meeting time for faculty to discuss the Summary and Evaluation.

Supervisor Summary. Supervisors must write a brief assessment of each employee (at least 1-2 paragraphs but no more than two pages) and provide clear and specific feedback on their supervisee's work over the past year. For faculty

not yet at the highest rank, supervisors must include a section titled "Progress towards Promotion" that outlines the activities and accomplishments (scholarly and research work) needed for the upcoming year to work towards promotion. For faculty at the highest level (Research Faculty III, Senior (SR) Research Associate), supervisors must include a description of senior faculty's continuous work towards the MagLab's mission.

AOR process. Annual evaluations are based on the assignment of responsibilities. Each faculty member should be given assignments that are fair and reasonable and provide an equitable opportunity for development and advancement. All faculty must have an AOR submitted and approved prior to the beginning of the academic year, as stated in the UFF Collective Bargaining Agreement.

Evaluation form. In addition to the summary, Supervisors are also required to complete an Evaluation Form, sent by MagLab HR. A copy of this form is at the end of this document.

In-person meeting. A one-on-one in-person or video conference is a minimum standard. Departments who include larger group evaluations can include others if the faculty member agrees to their presence at the evaluation meeting. This meeting must be scheduled at least one week before the final deadline to give faculty and supervisors adequate time to discuss any discrepancies. During this meeting, supervisors and faculty will discuss the Supervisor Summary, the AOR and the evaluation form, and the supervisor can raise any concerns regarding the employee's qualifications, the preferences, the character of the assignment, and the opportunity to fulfill their assigned responsibilities. The evaluation form must be signed by both parties. Signatures do not mean there is agreement on the content, simply that the content has been discussed. Faculty can write a rebuttal to their evaluation if desired.

This in-person meeting is a time for supervisors to discuss the following with their faculty supervisees:

- a) Summarize employees' accomplishments over the past year.
- b) Discuss and identify strategic goals for the upcoming year, to co-align career and institutional goals.
- c) Discuss promotion criteria and progress toward promotion, for faculty to know what goals they need to focus on in the next year.

The MagLab HR manager will inform faculty and supervisors of the deadlines each year.

VII. Sustained Performance Evaluation (SPE) Procedures

The MagLab follows the Florida State University (FSU) Office of Faculty Development and Advancement (OFDA) procedures for faculty and has no

additional procedures for this process. The faculty supervisor is responsible for any evaluation needed.

VIII. Merit Evaluation Procedures

When FSU provides an opportunity for faculty merit increases, the MagLab uses the following procedure to determine who receives salary increases.

1) Merit evaluations

MagLab Faculty supervisors are notified of merit increases and review their faculty evaluations to determine group members to recommend merit-based bonuses. Supervisors will include names and amounts for merit raises to the HR director. Recommendations from each Faculty supervisor are sent to the MagLab Director who makes the final decision for distribution of faculty merit increases.

2) Ranking structure

Supervisors will rank each Faculty member based on the following scale:

1. Significantly Exceeds FSU's High Expectations
2. Exceeds FSU's High Expectations
3. Meets FSU's High Expectations
4. Official Concern
5. Does not Meet FSU's High Expectations

3) Ranking based on recent Annual Evaluations

The recommendations by supervisors shall be based on the last three Annual Evaluations for each Faculty member, according to their respective Assignment of Responsibilities. In addition, supervisors may consider previous merit increases and other matters of equity. Anyone who received at least "Meets FSU's High Expectations" annual evaluations over the last three years should be recommended to categories 1, 2 or 3 above, (i.e., Significantly Exceeds FSU's High Expectations, Exceeds FSU's High Expectations, Meets FSU's High Expectations). For faculty with less than three annual evaluations, merit assessment will be based on available years. Only faculty that have completed 1 or more full years of service will be considered for merit raises or bonuses.

4) Merit Distribution

Merit raise distributions will be determined in dollar amounts, such that the annual evaluation categories of "Does not Meet FSU's High Expectations" and "Official Concern", "Meets FSU's High Expectations", "Exceeds FSU's High Expectations", "Significantly Exceeds FSU's High Expectations", will be awarded raises of 0*\$X, 0*\$X, 0*\$X, 1*\$X, and 2*\$X, respectively. The amount of X will be determined by

dividing the total merit funds available by the sum of merit ratings across all MagLab faculty where “Meets FSU's High Expectations”=0, “Exceeds FSU's High Expectations”=1, and “Significantly Exceeds FSU's High Expectations”=2. For Example: Assume there are five faculty members, one in each rating category, and \$3000 total merit dollars are available. In this case there are 3 total “X’s” (1 – 1X and 1 – 2X) so each X is worth \$1000, and raises will be in the amounts of \$0, \$1000, and \$2000.

IX. Merit / Performance Evaluation Criteria

- A. Four Performance Goals** will be part of the performance metrics for evaluation. The relative weight of each category *will depend on the individual MagLab faculty member and their supervisor*. For example, one faculty member might excel in *either* service to users or sustaining a research program of relevance to the MagLab mission. The MagLab recognizes that both user support and research activities are required for the overall success of the MagLab, but faculty may focus on one or the other depending on job responsibilities, determined by the employee and their immediate supervisor in support of the MagLab mission.

Four Performance Goals for MagLab Faculty Evaluation. The focus for each faculty member will be determined by the faculty member and their supervisor:

1) Safety

- a.** Safety is of the utmost priority for the MagLab. Employees are expected to keep up-to-date training records, demonstrate positive behavior towards safety regulations, promote safe operations by reporting safety concerns in a professional manner, and training users on how to operate safely. Safe operations are a mandatory component of all MagLab faculty positions.

2) Science

- a. Service to Users** – a critical part of the MagLab Mission is supporting users. The primary and most important service to users is direct support during their use of any of MagLab facilities. In addition, service to users can also include demonstrable success in attracting new users, developing new instrumentation and/or new infrastructure that results in scientific benefit to the MagLab user program.
- b. Collaborative and Independent Research** – Developing and sustaining a personal research program of international stature enhances the individual scientific reputation of the MagLab faculty and the collective scientific reputation of the MagLab. Research publications invited and contributed talks, and research funding from the User Collaboration Grant Program (UCGP) and/or external sources are examples of success in research.

3) Mentoring

- a. The National Academies defines mentoring as a professional, working alliance in which individuals work together over time to support the personal and professional growth, development, and success of the relational partners through the provision of career support functions (e.g., career guidance, skill development, sponsorship) and psychosocial support functions (e.g., emotional support or role modeling). Mentoring is a crucial part of building the STEM workforce. Mentoring can include formally assigned roles such as the mentor on record for middle and high school students, undergraduates, graduate students, or postdocs.
- b. Mentoring can also include informal roles such as participating in training programs that improve mentoring skills or working informally with students (K-college), graduate students, early career faculty, and helping with users and new hires.

4) Service

- a. **Service to the MagLab.**
 - i. Communicating science and building a future STEM workforce through outreach and education are crucial to the MagLab.
 1. Service to K-12 students or teachers (in the classroom, through tours, camps, or science night type events) can be facilitated by the MagLab's Center for Integrating Research and Learning (CIRL).
 2. Other opportunities for service that relate to communicating to the public include but are not limited to creating video products/animations/interactive content, taking part in MagLab Open House, earning news media coverage, creating/updating website content, podcasts, in-person, or virtual events, etc can be facilitated by the MagLab's Public Affairs (PA) team.
 - ii. Internal committee work is crucial to the MagLab mission. Consequently, service can include serving as Director or active committee member on any of the MagLab's various internal committees (e.g., the Diversity Committee, Safety Committee, MagLab Science Council).
- b. **Service to Users** - This could include the number of users/user proposals supported each year, co-authored publications, maintenance and development of improved user capabilities.
- c. **Service to FSU and/or the Broader Profession.** This includes relevant committees at FSU and other professional, national and international activities, including, but not limited to, serving as referee for professional journals, journal editorial roles, organizing or advising for professional

conferences, society service, and service on professional review committees shall be recognized.

B. Peer Involvement in Evaluation of Promotion of Faculty. *If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the evaluation process for promotion of Specialized faculty (beyond university policy). If Specialized faculty are hired and evaluated by their home department, please indicate that here.*

C. Criteria for Promotion of Specialized Faculty.

Specialized Faculty of the National High Magnetic Field Laboratory (MagLab) are full-time research faculty or specialized support for users or other services that further the mission of the MagLab. Included in this group are Research Faculty I, Research Faculty II, and Research Faculty III and Assistant in Research, Associate In Research and SR (Senior) Research Associate. Promotion criteria for these positions include meeting the time-in-rank and degree requirements established by the university and the MagLab specific criteria. In all cases, the MagLab follows the Florida State University (FSU) Faculty Promotion Guidelines for all Specialized Faculty promotion (found at: <http://fda.fsu.edu/Faculty-Development>). In case of inconsistency between the present document, the University and Collective Bargaining Agreement policies, the FSU and CBA policies supersedes this document.

Beyond that, assessment is based on performance of assigned duties and other contributions to enhance the unique MagLab scientific research and user communities.

NOTE: No individual will be eligible for promotion until they have served a minimum of one year in a MagLab faculty appointment.

I. POSITIONS ELIGIBLE FOR PROMOTION

The MagLab utilizes the following Specialized Faculty titles that have been established by the State University System:

	Research Support Track	Research Faculty Track
Step 1	Assistant in Research	Research Faculty I
Step 2	Associate in Research	Research Faculty II
Step 3	SR (Senior) Research Associate	Research Faculty III

Faculty in each track are eligible for promotion from step 1 to step 2 and then again from step 2 to step 3.

These faculty titles are Job Classification Codes that are maintained by MagLab Human Resources in compliance with FSU Human Resources.

At the time of initial hire, the appointee will be informed of their classification, as set forth by the above guidelines, which will then determine the path of promotional opportunity that is available to them.

II. PROMOTION PROCEDURES

MagLab Specialized faculty are typically reviewed for promotion during the fifth year in their current rank. Years are counted based on the start date of the individual contract. Although faculty are considered eligible in the fifth year of their rank, faculty and supervisors may decide to go up for promotion earlier. Years as Visiting Faculty count towards years in rank. Faculty members who have not been promoted by their 7th year in rank, can request a meeting with the MagLab Director and/or Deputy Director to discuss.

The FSU Office of Faculty Development and Advancement (OFDA) provides annual training sessions for Specialized faculty interested in the promotion process and requirements. The MagLab Human Resources (HR) Department will also send out information regarding these sessions.

Nominations for promotion are requested from supervisors and/or department heads on eligible faculty for promotion via email in May/June for the academic year starting the following August. Supervisors are given the promotion criteria and schedule in this email. Supervisors are asked to send for each faculty a CV and a list of names for letters of recommendation in their nomination email response. Supervisors will reach out to their nominated faculty requesting their CV and names of letter writers no later than the end of June: five to seven names are recommended to solicit recommendation letters to receive the required three letters. Faculty are encouraged to contact these letter writers to prepare them for this endeavor. HR will contact all nominated letter writers including information about the criteria for promotion outlined in section III.

Once nominated, faculty will be contacted by MagLab HR and asked to prepare their promotion documents. All requested documents must be submitted electronically and should meet the requirements of the Specialized Faculty Guidelines determined by the FSU Office of Faculty Development and Advancement (OFDA) (fda.fsu.edu). The MagLab Human Resources (HR) Manager will solicit appropriate documents from each MagLab faculty member nominated for promotion.

Promotion Binder prepared by Faculty

For faculty members in the **Research Faculty track**, the binder shall include:

a) Three letters of recommendation from national/international faculty, industrial, or national/international Laboratory equivalent researchers of higher rank (based on title that demonstrates their higher rank) outside of the MagLab and FSU that can attest to the quality of the candidate's contribution to MagLab research (including user support) and/or other creative activities and her/his recognition in the field. To objectively evaluate the contributions and quality of the nominee's standing in their field, letters of recommendation should be solicited from experts who know the candidate's qualifications and performance, specifically the candidate's contributions to this field, as well as any comments concerning research and service if known to the evaluator. To the extent that evaluators are familiar with all aspects of the nominee's work, the assessments should address each of the areas described in section III. Criteria for Promotion. Additional letters from senior colleagues within the MagLab can be solicited but these are in addition to the three required letters of recommendation.

b) Curriculum vita (this must be done through the Faculty Expertise and Advancement System - feas.fsu.edu), Annual evaluations including Assignment of Responsibility Reports from date of hire / last promotion, Supervisor Summaries, and signed Evaluation forms.

c) Research Statement (3-page maximum) describing the candidate's contribution to research at the MagLab. Faculty are encouraged to use language from the annual evaluation report where they had to reference their research as one of the four criteria for evaluation. (This can include user support, if applicable).

d) External grant funding. This can include work that the candidate has done towards the mission of the MagLab core grant. This can also include external grants (if applicable). For any grant funding, the description must include: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

e) Other Research-Related activities. This includes publications and articles in refereed and non-refereed professional journals, internal technical reports, etc.

f) Scholarly or creative accomplishments: Three accomplishments in the form of: significant contribution (e.g., first, corresponding) authored manuscripts of high scientific impact relevant to the candidate's scientific field; instrument design, method development/optimization, scientific application and/or field-specific transformative research. This can also include conference symposium organization, invited presentations, book chapters/editing and peer-reviewed scholarly publications

g) Other evidence, which can include reference to any of the other three MagLab faculty evaluation criteria: Safety, Mentoring, and Service.

For faculty members in the **Research Support Faculty track**, the binder shall include:

a) Two letters of recommendation from internal or external faculty, industrial, or national/international Laboratory equivalent researchers of higher rank, including the University and the NHMFL, that attest to the quality of the candidate's contribution to NHMFL research and/or other creative activities. To objectively evaluate the contributions and quality of the nominee's standing in their field, letters of recommendation should be solicited from experts who know the candidate's qualifications and performance, specifically the candidate's contributions to this field, as well as any comments concerning research and service if known to the evaluator. To the extent that evaluators are familiar with all aspects of the nominee's work, the assessments should address each of the areas described in section III. Criteria for Promotion.

b) Curriculum vita (this must be done through the Faculty Expertise and Advancement System - feas.fsu.edu), Annual evaluations including Assignment of Responsibility Reports from date of hire / last promotion, Supervisor Summaries, and signed Evaluation forms

c) Research support or creative activity statement: (3-page maximum). Faculty statement on how they are supporting the research or creative activity in their department or unit.

d) Other evidence, which can include reference to any of the other three MagLab faculty evaluation criteria: Safety, Mentoring, and Service; and additional reference letters.

All binder materials are due to the MagLab HR Director in August (the beginning of the fall semester). The HR Director gives the faculty member an opportunity to double check and/or update materials before the final due date.

Peer Review

Once the binders have been reviewed by the MagLab HR Director, the MagLab **Promotions Committee** is sent the materials to review.

The **MagLab Promotion Committee** will be nominated by peers and voted on by the MagLab faculty at least eight weeks before the FSU deadline and no later than October of each year. The committee will have a representative group of faculty members from across all facilities at the MagLab to ensure review by a group of peers who can speak to candidates' promotion materials. Committee candidates will be nominated each year by MagLab faculty; self-nominations are acceptable. The list will include at least one research faculty-level candidate for each facility. A full list of nominees (with nominators) will be circulated by the HR to all Magnet Lab faculty for review for no less than a week before the vote.

The MagLab Director in consultation with representatives selected by faculty from each department (by default, department heads) will select at least five members for the committee based on the principles specified above. Each member of the promotion committee will then be elected by a secret ballot of MagLab voting faculty (as defined by the current MagLab faculty bylaws) with members elected

by a simple majority of those voting considering the faculty/department representation. If one or more positions remain unfilled (e.g., because of a tie or for lack of a diverse representation), MagLab director follows the same procedure to select new candidate(s) from the same list of nominees, and the vote repeats after at least 2 working days but within a week.

Committee members serve for two years. After this first term, a faculty member is not eligible to serve again for 4 years. The MagLab Director has the authority to waive the 4-year exclusion rule to assure a diverse and widely representative committee.

The MagLab Promotions Committee will consider each binder carefully and vote on promotion for each nominated faculty member during an in-person/video conference meeting. The committee will write a narrative explaining their decision on promotion, which will be approved by all members. The committee's vote will then be sent to the MagLab Director. The Director will write a letter for the candidate and then forward their recommendation for promotion to the Vice President for the Office Faculty Development and Advancement. The OFDA will confirm that each candidate meets the eligibility requirement and then forwards the recommendations to the Vice President for Research and Provost at the MagLab Director's discretion for final review.

Candidates are notified of the committee vote and the MagLab Director's decisions before it is sent to the Office of the VP for Faculty Development and Advancement.

The candidate may withdraw their binder within five days of being informed of the MagLab decision. The Office of the VP for Faculty Development and Advancement must be notified.

Final Approval

If approved by the FSU President, promotions and corresponding salary increases will be implemented as specified in guidelines provided by the Office of the VP for Faculty Development and Advancement. Promotional title changes become effective in August, the beginning of the following academic year.

III. CRITERIA FOR PROMOTION

The following elements, which are in no order, will be considered when recommending a MagLab Specialized Faculty in the promotion line. The evaluation will be focused on the accomplishments since the original appointment or since the last promotion. Each element will be applied as appropriate based on the duties, responsibilities, and expectations of the position. These four criteria should be evident in the various portions of the faculty binder submission.

1. Professional Accomplishments that might include, but not limited to:

- Relevant years of experience.
- Increased effectiveness in the performance of duties.

- Demonstrated expertise in the field of specialty.
- Scholarly or creative accomplishments of high quality, appropriate to the field, such as:
 - Contributions to books, articles and citations in refereed and non-refereed professional publications or internal technical reports.
 - Presentations at professional meetings and conferences.
 - Contribution of FAIR (Findable, Accessible, Interoperable, Reusable) and/or open datasets that encourage reuse of the products of research.
 - Features in professional magazines, newsletters, or journals.
 - Contributions to instrument, technique, and applications development.
 - High quality service to external users

2. **Professional Recognition** that might include, but is not limited to:

- Increased recognition as an authority in the field of specialization through conference presentation or invited talks at meetings and universities
- Membership and/or positions of responsibility in professional organizations or journal editorial boards
- Reviewer for professional publications and funding agencies
- Organization of professional conferences, local seminars, workshops
- Professional awards and other recognitions
- External or internal funding

3. **Exemplary Mentoring** that might include, but is not limited to:

- Being the supervisor or mentor on record for middle or high school students, undergraduates (including those in the MagLab's Research Experience for Undergraduates (REU) program), graduate students, and postdocs.
 - Supporting mentoring efforts at the MagLab that includes attending or presenting at professional development conferences and workshops such as the User Summer School Program, Winter Theory School, or other Mentoring, Leadership and Diversity sessions. It also includes informal mentoring for K-college students, graduate students, postdocs, and early career faculty.

4. **Professional Service** that might include, but is not limited to:

- **Service to MagLab** – Communicating science and building a future STEM workforce through outreach and education are crucial to the MagLab.
 - Service to K-12 students or teachers (in the classroom, through tours, camps, or science night type events) can be facilitated by the MagLab's Center for Integrating Research and Learning (CIRL).

- Other opportunities for service that relate to communicating to the public include but are not limited to creating video products/animations/interactive content, taking part in MagLab Open House, earning news media coverage, creating/updating website content, podcasts, in-person or virtual events, etc can be facilitated by the MagLab's Public Affairs (PA) team.
- Internal committee work is crucial to the MagLab mission. Consequently, service can include serving as Director or active committee member on any of the MagLab's various internal committees (e.g., the Diversity Committee, Safety Committee, MagLab Science Council, UCGP committee, Fellowship Selection Committee).
- **Service to MagLab Users** – This could include the number of Users supported each year, subsequent co-authored or acknowledgements in user publications, maintenance, and development of improved user capabilities
- **Service to FSU and/or the Broader Profession.** This includes relevant committees at FSU or other institutions (e.g., doctoral/master Committee member) as well as other professional, national, and international activities, including, but not limited to, serving as referee or editor for professional journals, organizing or advising for professional conferences, and service on professional review committees shall be recognized.

MagLab Faculty Code of Conduct Policy

The MagLab values a professional and productive working environment. MagLab faculty must follow FSU Policies and Procedures (<https://facultyhandbook.fsu.edu/handbook-sections/section-6-policies-and-procedures>). The MagLab defines a professional and productive working environment as a space where people are treated with respect and free from discrimination and harassment. The definitions of discrimination and harassment outlined below agree with FSU's policies and procedures. All MagLab participating faculty are expected to adhere to the American Physical Society Guidelines for Professional Conduct (https://www.aps.org/policy/statements/02_2.cfm), and adhere to the American Physical Society guidelines on ethics <https://www.aps.org/policy/statements/guidlinesethics.cfm>.

The MagLab does not tolerate discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. Discrimination includes but is not limited to:

- disparate treatment toward a person based on race, ethnicity, national origin, immigration status, sex, gender, sexual orientation, gender identity, gender expression, or pregnancy status which materially adversely impacts academic,

employment, or other decisions related to MagLab and University programs and activities

- disparate treatment, including stereotyping and animosity, may result in the creation of a hostile environment, adverse employment or academic actions, or inequitable access to MagLab and University programs or opportunities.

The MagLab does not tolerate sexual harassment, which includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when submission to such conduct is made an explicit or implicit term or condition of employment, academic status, receipt of university services, participation in university programs or activities; or submission to or rejection of such conduct is used as the basis for an organizational, academic or employment decision.
- Hostile Environment: Unwelcome conduct that is sufficiently severe or pervasive, and both subjectively (to the Affected Individual) and objectively (to a reasonable person) offensive, that creates an intimidating, threatening, or hostile environment; or unreasonably denies, interferes with, or limits an individual's ability to participate in or benefit from the MagLab and University opportunities, programs, or activities. A hostile environment may be found in a single severe incident, as well as a pattern of pervasive behavior.
 - Examples of behavior that could be sexually harassing include, but are not limited to:
 - Verbal Conduct: sexual teasing, sexual jokes, sexual innuendos, sexual remarks about a person's body or sexual attractiveness, unwelcome demands for sexual favors, continuing unwelcome sexual advances or flirting (including repeated requests for dates), academic intimidation and sexual whistling/catcalling.
 - Non-Verbal Conduct: staring at someone's sexual body parts (breasts, buttocks, groin), sexual gestures, and inappropriate display of sexual graffiti, posters, pictures, cartoons, drawings, emails, texts, body parts, or objects.
 - Physical Conduct: unwelcome touching of another's body and/or encroachment on physical space, including but not limited to massaging, hugging, rubbing, etc.

X. Substantive Change Statement

Faculty members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website: <https://sacs.fsu.edu/substantive-change-policy/>.