National High Magnetic Field Laboratory
Faculty Bylaws

I. Faculty Membership Definitions

**Participating Faculty:** All tenure track and non-tenure track faculty who are associated/affiliated with the NHMFL are invited to participate in all NHMFL faculty meetings. All faculty are welcome to speak and make their opinions heard at any faculty meeting.

**Voting Faculty:** All tenure track and non-tenure track faculty whose lines are at the NHMFL and who do not have the right to vote elsewhere on campus may vote in any faculty votes at the NHMFL. Faculty with the right to vote in other units on campus are not allowed to vote on NHMFL faculty issues unless they rescind their campus voting rights.

II. Bylaw Revision Process

Bylaws may be revised by calling a meeting of the NHMFL 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.

III. Faculty Meeting

The NHMFL Director may call a faculty meeting at any time. In addition, the Director will call a faculty meeting if 10 or more faculty requests a meeting for a specific purpose.

IV. Recruitment and Selection of New Faculty

NHMFL is committed to expanding and maintaining a diverse and inclusive organization and ensuring a broad pool of highly qualified candidates. The role of the hiring committee chair is important as we continue to enhance our diversity efforts here at the lab. Throughout the

*Supported by the U.S. National Science Foundation and the State of Florida*
recruitment process, one of our goals is to recruit highly qualified members of underrepresented groups.

To accomplish these goals the Chair of the Faculty Search Committee will follow all Diversity Committee rules and guidelines as well as read and follow all materials to help this process. In particular the Chair must have had MagLab Faculty Recruitment for Excellence and Diversity (FRED) training. The Chair will select at least 5 members to serve on the search committee for each faculty search. Members are required to complete the FRED course prior to serving, other than the two groups listed below as optional members. The search committees must include:

- Search Committee chair
- Diversity Committee member (one or more)
- Department faculty member (one or more)
- Research/Faculty member internal to Lab but not in the department (one or more)

Additional members may include the following optional members as appropriate:
- Research/Faculty member external to Lab
- Graduate student or postdoc

V. Annual Evaluation Procedures

The annual NHMFL Performance Appraisal process is a time for management to assess employee’s accomplishments over the past year, and provide an opportunity for each employee to tell management of their accomplishments and ideas for the future. In addition to an appraisal of past performance, this process should include discussion of career paths that impact both promotion and salary increases. Merit Evaluation procedures are detailed in Section VIII below. In addition the Evaluation Form is attached to these bylaws.

PROCEDURES

Each NHMFL faculty member will prepare an annual report summarizing his/her work over the previous year, using the criteria stated below. The annual report will be reviewed and discussed in person with the employee by the employee’s immediate supervisor. Progress towards promotion and salary increases will be determined as a result of this process. Review of this process is the responsibility of the Director of the NHMFL. Recommendations for promotions will continue to be the responsibility of the NHMFL Promotions Committee, whose membership is comprised of leaders among the NHMFL faculty and FSU faculty.

By “Deadline A” roughly 6 weeks before the final deadline each faculty should submit their annual report to supervisor. Faculty will be informed at least 4 weeks prior to this deadline to write and submit summary by this date.
By “Deadline B” roughly 3 week before the final deadline, supervisors will write a brief assessment of each employee and provide clear and specific feedback of their work over the past year. Progress toward promotion should be included in the summary of faculty who has not been promoted to the highest position available in their series. The assessment for senior faculty should promote continuous improvements. This Supervisor Summary will typically be a few paragraphs long and limited to no more than two pages in length. Supervisors are also required to complete the attached Evaluation form.

By the “Final Deadline”, supervisors and employees will meet to discuss the Supervisor Summary and evaluation form, to be signed by both supervisor and employee. Signatures do not mean there is agreement on the content, simply that the content has been discussed.

The MagLab Human Resources manager will set the deadlines A, B and Final each year and remind faculty and supervisors of the dates and process well in advance of the deadlines.

**Faculty Peer Review in the Annual Evaluation Process**

To incorporate Faculty Peer Review in the Annual Evaluation Process, faculty from each MagLab department will be asked to anonymously evaluate the other faculty in their department. They will provide a numeric score for each of the four Performance Criteria that MagLab Faculty are evaluated on: Safety, Science, Supervision and Mentoring, and Service. Further details for 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) which correspond to:

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

This process will be administered and collated by the MagLab Human Resources 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.
VI. Sustained Performance Evaluation (SPE) Procedures

The NHMFL follows the Florida State University Office of Faculty Development and Advancement procedures for faculty and has no additional procedures for this process. The faculty supervisor is responsible for any evaluation needed.

VII. Merit Evaluation Procedures

When Florida State University provides an opportunity for faculty merit increases the allocation and amounts of merit increases for the department portion of those increases will be allocated using the following procedure.

1) Merit evaluations

NHMFL Department Heads will serve as Merit Evaluators and forward their decision on merit and merit based bonuses to the Lab’s Director for in-unit 12 month faculty members in their respective departments.

2) Ranking structure

Each Faculty member will be ranked according to 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 merit evaluators shall be based on the last three Annual Evaluations for each Faculty member, according to their respective Assignment of Responsibilities. In addition, merit evaluators may consider previous merit increases and other matters of equity. Anyone who received “satisfactory” 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 fewer than three years’ annual evaluations, merit assessment will be based on the years available. Only faculty that have completed 1 or more full years of service may 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 NHMFL 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.

VIII. Merit / Performance Evaluation Criteria

Each of the following Four Performance Goals will be part of the performance metrics for evaluation. The relative weight of each category will depend on the individual NHMFL faculty member. In particular, an individual might excel in either service to users or sustaining a research program of relevance to the NHMFL mission. Both user support and research activities are required for the overall success of the NHMFL. The desired balance for each individual will be determined by the employee and his/her immediate supervisor, based upon demonstrated talents and career interests of the employee, as well as the global needs of the NHMFL.

Four Performance Criteria for NHMFL Faculty Evaluation:

1) Safety
   a. Safe operations are a mandatory component of all NHMFL faculty positions. Safety is of utmost priority for the Laboratory. Up-to-date training records, positive behavior towards safety regulations and training users on how to operate safely must remain a priority to all.
   b. Promoting safe operations throughout the laboratory by reporting safety concerns wherever they might occur in the laboratory and working to solve them as rapidly as possible is critical.

2) Science
   a. Service to Users – Supporting users of the NHMFL facilities is the primary metric by which the NHMFL is evaluated. The primary and most important service to users is direct support during their magnet runs. 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 NHMFL user program.
b. Research program – Developing and sustaining a personal research program of international stature enhances both the individual scientific reputation of the NHMFL faculty and the collective scientific reputation of the NHMFL. Networking through invited or contributed talks at conferences is a primary method of attracting new users to the NHMFL Collaborative research, research in which the NHMFL faculty member plays an active role as full scientific collaborator, is a valuable method for migrating externally developed state-of-the-art techniques to the NHMFL user programs. Research publications, invited and contributed talks, and research funding from the User Collaboration Grant (UCG) Program and/or external sources provide clear evidence of success in research.

3) Supervision and mentoring  
   a. Postdoctoral supervision and mentoring, including active assistance in placing postdocs in appropriate professional positions.
   b. Graduate student supervision and mentoring, including co-directive status with FSU or other universities.
   c. Other instructor responsibilities, such as participation in training programs (safety, software, cryogenics, etc.) and mentoring NHMFL new hire(s).

4) Service  
   a. Educational outreach is a mandatory component of all NHMFL faculty positions. Many different venues are available for making a meritorious contribution: Open House, hosting tours, offsite teaching at K12 schools, supervising REU students or RET teachers, mentorship in the Young Scholar Program or other NHMFL intern programs are an essential component of service.
   b. NHMFL recognizes service in a leadership capacity on behalf of the NHMFL mission, including, but not limited to, serving as Director or active committee member of the Diversity Committee, Open House Committee, Safety Committee or UCG Program.
   c. Other professional, national and international activities, including, but not limited to, serving as referee for professional journals, organizing or advising for professional conferences, and service on professional review committees shall be recognized.

IX. NHMFL Promotion Process

Because the National High Magnetic Field Laboratory (NHMFL) is not a traditional academic department, most faculty members are full-time research faculty or provide specialized support for users or other services that further the mission of the NHMFL. Included in this group are the Research Faculty and Assistant in Research series. The initial promotional criteria for these
positions are meeting the time-in-grade and degree requirements established by the university and the MagLab specific criteria. Candidates denied for promotion cannot be nominated in the following year. In all cases, the NHMFL follows the Florida State University Faculty Promotion Guidelines for all Specialized Faculty promotion (found at: [http://fda.fsu.edu/Faculty-Development](http://fda.fsu.edu/Faculty-Development)).

Beyond that, assessment is in terms of performance of assigned duties and responsibilities and other contributions to the enhancement of the NHMFL in the scientific and user communities.

**PROCEDURES**
The NHMFL will accept nominations for promotions each fall from the faculty members’ supervisor. Nominations will include recommendations by the individual’s supervisor and department head.

The **NHMFL Promotions Committee** will be appointed by the NHMFL Director in consultation with the appropriate FSU NHMFL Staff and will include a broad spectrum of faculty at various positions and levels drawn from groups across the MagLab. In accordance with FSU Faculty Collective Bargaining Agreement, the promotion committee will then be elected by a secret ballot of MagLab voting faculty with members elected by a simple majority of those voting.

The Human Resources Manager will solicit appropriate documents for each NHMFL faculty member nominated for promotion consistent with guidelines provided by NHMFL to create a promotions binder for each faculty member. That binder will include professional vitae, assigned duties, annual evaluations.

In addition, for faculty members in the **Research track**, the binder shall include:

a) Three letters of recommendation from tenured faculty members of higher rank outside the University that attest to the quality of the candidate’s research and/or other creative activities and her/his recognition in the field.

b) Description of the contracts and grants for which the candidate has served as Principal Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: 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.

In addition, for faculty members in the **Research Support track**, the binder shall include:

(a) two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member’s service in support of research.

(b) If the duty’s assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.
The NHMFL Promotions Committee will consider each binder carefully and vote on promotion for each nominated faculty member with a secret ballot. The committee’s vote will then be passed forward to the NHMFL Director for action. Actions that may be taken on a binder are as follows:

Candidate………………………………..May withdraw binder if negative vote is received.

NHMFL Director………………………..Forward recommendation to Vice President for Research with additional comments.

Vice President for Research……………Forward recommendation to President via Office of VP for Research with additional comments.

IMPLEMENTATION
If approved by the 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.

Criteria for Promotion
The following elements, which are in no particular order, will be considered when recommending an NHMFL non-tenure earning faculty member for promotion. Each element will be applied as appropriate based on the duties, responsibilities, and expectations of the position.

1. PROFESSIONAL ACCOMPLISHMENT. For example, but not limited to:
   - Relevant years of experience
   - Increased effectiveness in the performance of duties
   - Demonstrated expertise in the field of specialty
   - Contributions to instrument, technique and applications development
   - Publications and citations in refereed journals and professional publications
   - Presentations at professional meetings and conferences
   - Features in professional magazines, newsletters, journal covers, professional web sites

2. PROFESSIONAL RECOGNITION. For example, but not limited to:
   - Increased recognition as an authority in the field of specialization
   - Invited talks at meetings and universities
   - Membership and/or positions of responsibility in professional organizations
   - Reviewer for professional publications and funding agencies
   - Organization of professional conferences, local seminars, workshops
   - Professional awards and other recognitions
   - External Funding
3. PROFESSIONAL SERVICE. For example, but not limited to:
   Service to NHMFL – Participation in NHMFL Open House, hosting visitors, mentoring K-12 school students and teachers
   Service to NHMFL Users – Number of Users supported, subsequent publications, maintenance and development of improved of User capability
   Service to University, Community, Profession – Direction of undergraduate and graduate research, community and professional service in support of the NHMFL mission.

4. LETTERS OF RECOMMENDATION. Solicit five to seven letters of recommendation (at least three (3) must be received):

   In order 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. Letters requesting evaluations should be written impartially and objectively, emphasizing that the request is for an objective assessment of the candidate’s standing in the field and an evaluation of the quality of 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 addressed in the “Criteria for Promotion”. The candidate should have some role in selecting evaluators of his or her work.

   Senior colleagues from within the NHMFL can be solicited to write letters of recommendation. However, letters from outside of the NHMFL should be requested. For the Scholar/Scientist series, two of the three letters should be from the outside. For the Research Associate series, one of the three letters should be from the outside.

**POSITIONS ELIGIBLE FOR PROMOTION**
The National High Magnetic Field Laboratory utilizes the following non-tenure faculty titles that have been established by the State University System:
   Assistant in Research
   Associate in Research
   Senior Research Associate
   Research Faculty I
   Research Faculty II
   Research Faculty III
The four promotional opportunities for non-tenure faculty at NHMFL are:

- Assistant in Research to Associate in Research
- Associate in Research to Senior Research Associate
- Research Faculty I to Research Faculty II
- Research Faculty II to Research Faculty III

**NOTE:** Generally no individual will be eligible for promotion until they have served a minimum of one year in an NHMFL appointment.

**Job Classification Codes and Descriptions are maintained by NHMFL Human Resources in compliance with FSU Human Resources.**

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

The amount of non-FSU relevant experience and qualifying experience or training (in lieu of a degree) to be credited for promotion will be determined by a committee at the time of promotion.

**X. 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 website: provost.fsu.edu/sacs.
Appendix F

ANNUAL EVALUATION SUMMARY FORM

PERIOD OF REPORT (if other than annual)  FROM:  TO:

NAME  RANK AND POSITION

COLLEGE / UNIT  DEPARTMENT / UNIT

Evaluator’s Name and Position

PERFORMANCE OF DUTIES

Indicate evaluation by placing an “X” in the appropriate column for each category below. In the “Overall Performance” section, rate the faculty member’s overall performance in fulfilling his or her responsibilities to the University. Average AOR Percentage is based on the annual assignment of responsibilities (9-month assignment for 9-month faculty). The annual evaluation shall include evaluations of summer activities for 9-month faculty if there is a summer assignment.

<table>
<thead>
<tr>
<th>Category</th>
<th>Average AOR Percentage</th>
<th>Substantially Exceeds FSU’s High Expectations</th>
<th>Exceeds FSU’s High Expectations</th>
<th>Meets FSU’s High Expectations</th>
<th>Official Concern</th>
<th>Does Not Meet FSU’s High Expectations</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research And Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The evaluator’s narrative explanation of overall performance must be attached. The evaluator should receive input from both students and faculty in preparing this report. If for any reason such input is unavailable, the report should indicate why and what alternative methods have been used.

Has this rating been discussed with this faculty member?  
[ ]  Yes  [ ]  No (attach explanation)

Signature of Evaluator  Date:  Signature of Faculty Member  Date:

Number of pages attached to report:

Signature of Academic Dean/Director  Date:

* If “Does Not Meet FSU’s High Expectations” is noted in Spoken English Competency, options for remediation should be communicated in writing as an addendum to this form. A copy of the form with the addendum should be forwarded through the dean to the Vice President for Faculty Development and Advancement.

** If “Overall Performance” is rated as “Does Not Meet FSU’s High Expectations,” this report must be forwarded with the appropriate recommendations for improvement (including a Performance Improvement Plan, if applicable) to the Provost and the President through the Vice President for Faculty Advancement.

Signature of the Provost  Date:  Signature of the President  Date: