

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 approved on September 29th, 2025, by a majority of the eligible voting faculty of the National High Magnetic Field Laboratory (“MagLab”), on September 30th, 2025, by the Office of the Vice President for Research, and on September 29th, 2025, by the Office of Faculty Development and Advancement.

Definition of terms

MagLab: The **MagLab** herein refers to the site of the National High Magnetic Field Laboratory hosted at Florida State University (FSU) in Tallahassee, FL. These Bylaws do not apply to faculty at the Los Alamos National Laboratory (LANL) or University of Florida (UF) sites of the National High Magnetic Field Laboratory.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, the MagLab 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 Bylaws 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. Bylaws revision will be approved with a simple majority of the voting faculty by electronic ballot. The Bylaws Revision Committee decides whether revisions are presented for the vote based on individual articles or collectively 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 website (<https://sacs.fsu.edu/substantive-change-policy/>).

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the MagLab shall consist of those persons with MagLab affiliation holding visiting or full-time appointments of any specialized faculty rank as well as any MagLab-affiliated tenure track faculty member.

B. Center/Institute Membership. The MagLab does not contain any Centers or Institutes that would confer or withhold MagLab faculty membership status or voting rights to associated faculty.

C. Faculty Voting Rights. All MagLab specialized faculty and tenure track faculty without voting rights in their respective tenure granting department may vote in MagLab faculty votes (e.g., election of promotion committee, bylaws revisions). Faculty with voting rights elsewhere at FSU cannot vote in MagLab faculty related issues unless they rescind those voting rights. Throughout this document, these faculty are referred to as “Voting Faculty”.

D. Non-faculty Voting Rights. NA

III. Organization and Governance

A. Faculty Meetings: These are organized at least twice a year, typically by the MagLab Faculty Senators.

Ad Hoc Faculty Meetings. The MagLab Director or Deputy Director may call a faculty meeting at any time. A faculty meeting can also be called if 10 or more faculty desire to hold a meeting for a specific purpose. The MagLab faculty, Director, and Deputy Director will be notified of the meeting by a representative of the group calling it. The representative will request an up-to-date contact list from the MagLab Web Applications Group or other appropriate entity before sending out the notification.

Attendance. Other meetings requiring faculty involvement such as those of research groups or facilities should be rescheduled to enable members to attend faculty meetings. This is not required if a majority of members attending the non-MagLab faculty meeting waive their right to attend. Any faculty member with voting rights as defined in Article II may choose to attend the faculty meeting in lieu of the conflicting meeting without punishment.

Accessible and Inclusive Voting. If a vote should be deemed necessary, an electronic ballot will be sent to all Voting Faculty after the meeting so everyone can participate.

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 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. This section describes faculty representation with leadership at the MagLab, FSU, and its partner organizations. The MagLab is considered a Large Unit at FSU and its effective Dean is the FSU Vice President of Research (VPR). The MagLab Director reports to the VPR and is in some ways analogous to a department chair.

It is a requirement to have a Faculty Senator representing the MagLab at the Faculty Senate. At the request of the Voting Faculty, MagLab Faculty Senators may request a meeting with the MagLab director, the VPR or other upper-level FSU administrators to discuss matters of interest to the MagLab faculty. Interactions or communications of the MagLab faculty with the VPR in their role as Dean of the MagLab will follow FSU and UFF-FSU Collective Bargaining Agreement policies and standard practice.

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-the-maglab/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 Human Resources (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 Faculty Search Committee will follow all MagLab and FSU rules and guidelines for new hires. The job advertisement should be 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. MagLab HR will assist with identifying applicable resources, but each search committee can identify additional resources for attracting qualified 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 all FSU employees who serve on a search committee.

The search committees must include the following representatives:

- Search Committee chair
- 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 II.C (one or more)

Optional *members may include*:

- Research staff or faculty members 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 students or postdocs

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. 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**. As a mentoring strategy for Research Faculty I and Assistant in positions, supervisors should schedule quarterly one-on-one meetings to check in with these early career faculty to address any barriers and discuss the faculty's progress and needs. These meetings ensure that communication channels remain open and early career faculty receive the resources they need to be successful. Each meeting for Research Faculty I will result in an update on progress and any unresolved issues will be raised to the MagLab director to help ensure the successful, on-time promotion of research faculty at the MagLab.

- A. **Peer Involvement in the 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:
- Exceeds Expectations
 - Meets Expectations
 - Official Concern
 - Does Not Meet 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 Appendix B of this document. The numeric score for each of these criteria will be 1 through 4 (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.

V. 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 an internal deadline for faculty to submit their annual reports and for the respective supervisors to schedule their annual meetings. This schedule should allow adequate time for each faculty member to prepare the report, for the supervisor to prepare their response, and for the final meeting where all documents can be discussed and signed, so that the final documents are submitted by the FSU deadline.

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.

A. Criteria for Promotion of Specialized Faculty

Because the MagLab 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 MagLab. Included in this group are Research Faculty I, II, and III and Assistant in Research, Associate In Research and Senior (Sr.) Research Associate. Promotion criteria for both tracks 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 Faculty Promotion Guidelines for all Specialized Faculty promotion (found at: <http://fda.fsu.edu/Faculty-Development>).

See Appendix B for more details.

VI. 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.

VII. Merit Evaluation Procedures

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

and no difference shall be drawn between which of the MagLab facility, department, or unit they belong to. The merit increase shall be based on the last faculty annual evaluation, as described in the “Annual Evaluation Procedures” section.

The MagLab administration shall determine the distribution of faculty merit increases according to the criteria described in the “Merit Distribution” section. Only faculty that have completed at least one year of service and completed an annual evaluation will be considered for merit increase. The MagLab administration will inform in a letter each MagLab faculty of the amounts awarded for the department and dean merit increases.

Merit Distribution

The merit raise distributions will be based on the following merit rating, X, according to the faculty’s most recent annual evaluation. MagLab faculty will receive the following merit rating: X=2 for an annual evaluation of “Exceeds expectations”, X=1 for “Meets expectations”, X=0 for all other categories (“Official concern” and “Does not meet expectations”).

The dollar amount, \$X (corresponding to a merit rating of X=1) will be determined by dividing the total merit funds available by the sum of merit ratings across all MagLab faculty. Each faculty merit increase will be calculated as the product $X * \$X$.

Example - Assume there are five faculty members, one in each annual evaluation category. From the worst to the best annual evaluation category, the faculty members will have the following merit rating, X: 0, 0, 0, 1 and 2, respectively. The sum of merit increase will be $TotalX = 0+0+0+1+2 = 3$. If the total funds available for merit increase is $TotalFunds = \$3000$, the amount \$X is $TotalFunds/TotalX = \$3000/3 = \1000 . Since $\$X = \1000 , the five faculty members will receive raises of \$0 ($X * \$X = 0 * \X), \$0 ($X * \$X = 0 * \X), \$0 ($X * \$X = 0 * \X), \$1000 ($X * \$X = 1 * \X), and \$2000 ($X * \$X = 2 * \X) going from the lower to the higher annual evaluation.

Differences in the Faculty appointments and in the source of funds (e.g., State, NSF) might not allow the exact distribution as described above, therefore minor deviations from those criteria are allowed. The MagLab administration should do everything possible to minimize those differences. Residual funds that cannot be distributed to all faculty because of their appointment will be distributed to eligible faculty members according to the merit criteria described above.

Appendix A: 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.

Appendix B: 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.

