

Bylaws for the Institute of Molecular Biophysics at Florida State University

Record of Substantive Revisions and Amendments to these Bylaws

Drafted Jan 2007

Approved by a majority faculty vote, April 2007.

Modified August, 2009.

Approved by majority faculty vote, 2009.

Modified January 2014.

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Modified January 2020.

Approved by majority faculty vote, 2020.

Transferred to the University new Template September 2021.

Sunset/Renewal Provision

These By-Laws cease to apply five years from the date of the last approval.

These are the bylaws for the **Institute of Molecular Biophysics (hereafter IMB)** at Florida State University. These bylaws were last approved on by a majority of the applicable voting members of the IMB and on January 11, 2022 by the Dean of College of Arts and Sciences and the Office of Faculty Development and Advancement.

Preamble

The mission of the Institute of Molecular Biophysics is to perform research and train future scientists in an interdisciplinary research environment where physical methods and theories are used to understand biological problems. The current focus of research in the Institute is Structural Biology and Computational Biophysics. However, the very nature of interdisciplinary research is ephemeral – today's interdisciplinary research efforts form the established programs and disciplines of tomorrow. Therefore, the Institute must periodically evaluate the relevance of its research focus to meet its mission of performing truly interdisciplinary research.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, institute/center 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. The By-Laws can be amended by a majority vote of the IMB faculty as defined in section 2 of this document, including the Program Director if he / she does not reside in the Institute. Votes to change the By-Laws must be done by secret ballot. Key procedures relating to the operation of the Institute are outlined in detail in the [IMB Faculty Handbook](#). These procedures can be amended by a majority vote of the faculty. Vote must be by secret ballot.

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 Institute of Molecular Biophysics shall consist of those persons holding full time appointments at the rank of *Assistant in*, *Associate in*, *Research Associate*, *Assistant Professor*, *Associate Professor*, *Professor* having office and research space Kasha Laboratory building (IMB or Institute).

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of the Molecular Biophysics (MOB) faculty: those tenure track faculty in the Graduate Program in Molecular Biophysics, the following are members of the Structural Biology Faculty: the eight tenure-track faculty lines originating

from the Structural Biology proposal of 1990.

C. Faculty Voting Rights. Those who are considered IMB faculty including E&G funded Specialized Faculties by II.A are eligible to vote. Those who are defined in II.B excluding those defined in II.A are ineligible to vote.

D. Non-faculty Voting Rights. Non-faculty do not have voting rights.

III. Organization and Governance

A. Faculty Meetings. The Director presides at monthly luncheon gatherings which serve as executive committee and faculty meetings, in his or her absence the most senior faculty member will be presiding. Those meetings are to provide advice and recommendations to the Director regarding budget allocations, space assignments, research focus, and faculty additions. Outside the allocated times the faculty meetings can be called by any IMB faculty member.

B. Director Selection. The Institute Director serves a five-year term with option for reappointment. The term starts on the first day of the Fall semester. Procedures for selecting the IMB Director are described in Section 1, the [IMB Faculty Handbook](#). Faculty eligible to vote in selecting the IMB Director include IMB faculty, the MOB Program Coordinator, and professional Staff voting as a block. See Section 2A of this document for definitions of faculty groups.

The MOB Program Director, who is appointed by the Institute Director, serves a five-year term with an option for reappointment. The term starts the first day of the Fall semester.

C. Leadership and Committees.

Director. The Director is selected as described in III.B and has responsibility for administration of the Institute, including that of the Molecular Biophysics Graduate Program (a.k.a. the MOB program). In addition to holding monthly faculty meetings as prescribed in III.A, the Director is required to present an annual budget to the Institute faculty in January and February of each year, assign annual AoR to Institute Specialized Faculty, and to provide a letter evaluating the progress towards promotion to the next higher rank for all Specialized Faculty in the Institute. Administrative functions are carried out by the Institute Director or by persons or committees designated by the Director.

Executive Committee. The Director is assisted by the IMB Executive Committee, which consists of a sub-set of IMB faculty appointed by the Director. The committee provides advice and recommendations to the Director regarding budget allocations, space assignments, research focus, Specialized Faculty evaluation, and faculty addition to IMB.

Faculty Senate. The Institute does not have representation in the Faculty Senate.

Graduate Program. The Graduate Program in Molecular Biophysics (MOB Program) is a doctoral-degree granting program administered through the IMB. The program is administered by a faculty Program Director, who appoints a Graduate Program Committee consisting of faculty from the major departments contributing faculty to the program. The Graduate Program operates on an annual budget approved by the Institute Director who, otherwise, provides no direct oversight of the program. The Institute Director is responsible for annual reporting to the administration regarding the program. The Program Director is responsible for advising the Director and for preparing necessary data and information required for the reports. The Program Director is responsible for graduate student recruiting and for all administrative functions required by the Graduate Program other than those specifically indicated above.

D. Faculty Recruitment. As a multi-disciplinary research facility, the IMB does not have tenure-track faculty lines. However, IMB is home to the Structural Biology program and to the Computational Biophysics Center of Excellence. Procedures for faculty replacement in these programs are as follows:

Structural Biology Faculty. Procedures for initiating a faculty search involving appointment through the Structural Biology Program are described in the [IMB Faculty Handbook](#), Section 4.

Faculty hired through the Structural Biology program should be housed in the IMB, if possible. Otherwise, office and laboratory space must be provided by the home department. SRAD return will be split 50/50 with the home department and the IMB.

E. Unit Reorganization. University regulations require periodic review of each academic department and unit. The Director is responsible for completing University mandated reviews. The Institute mission and organization can be changed by faculty discussions followed by secret ballot and 2/3 majority.

IV. Curriculum

The Institute does not offer undergraduate or master's degrees. A doctoral degree in Molecular Biophysics is offered through the Graduate Program in Molecular Biophysics, which is administered through the Institute. The curriculum and degree requirements for this program have been established by MOB faculty in accordance with University regulations.

Changes to the curriculum must be presented to the MOB faculty by the MOB Program Director and the MOB Program Committee for approval. Curriculum changes must be distributed at least one week prior to any meetings called to discuss the changes. All changes require a majority vote by the faculty attending the meeting or voting electronically.

Qualifying Candidates for Degrees. The Molecular Biophysics Graduate Program qualifies candidates for doctoral degree following procedures outlined in the MOB Student and the [IMB Faculty Handbook](#) in accordance with University policy. The Doctoral Degree is conferred upon completion of all requirements including the

successful presentation and defense of a dissertation describing the original body of research performed by the candidate. The Doctoral defense and exam are performed according to procedures described in the MOB Student and the [IMB Faculty Handbook](#).

V. Annual Evaluation of Faculty on Performance and Merit

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

i. *Tenure-track, primary appointment outside of IMB.* Institute Director will participate in the annual review of all tenure track IMB faculty if requested by the home department. If the departments are reluctant to extend such a request, written justification of their decision will be asked for.

The evaluation will be based on the faculty member's Assignment of Responsibility and will evaluate progress towards the next higher rank. In addition, the Director will perform the following:

1. *Mentor Committee.* The IMB Director will assign a tenured faculty member with primary research space allocation in IMB to a Mentoring Committee of the home department in cases where such a committee is formed by home department. If the home department does not have mentoring committee, the Director will form IMB mentoring committee consisting of two tenured IMB faculty. A third member drawn from the faculty members home department will be appointed in consultation with the Chair of the home department. The Mentoring Committee will provide guidance regarding grant preparation, graduate student / postdoctoral mentoring, publications, committee work, and teaching. The Mentoring Committee must be formed as soon as possible following appointment in the IMB.
2. *Tenure Review Reports.* Upon completion of the faculty candidate's third year, if requested by the home department the Institute Director will provide to the home department a written evaluation of the progress made towards tenure and towards promotion to the next higher rank. In preparing this letter, the Director will communicate with the home department regarding specific procedures to follow tenure review in that department.

B. Criteria for Evaluation of Specialized Faculty. Annual evaluation of E&G Specialized Faculty and C&G Specialized faculty will be performed to comply with the current Collective Bargaining Agreement as posted on the VP for FDA web page.

Specific procedures and additional requirements are outlined in the [IMB Faculty Handbook](#), 3b.

VI. Promotion of Faculty

A. Progress Toward Promotion Letter. 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. Procedures pertaining to promotion and / or tenure of IMB faculty are described in the [IMB Faculty Handbook](#), Section 3a.

B. Peer Involvement in Evaluation of Promotion of Faculty. Annual performance evaluation of E&G-funded Specialized Faculty is performed by the Director with input from a committee of peers as defined in the [IMB Faculty Handbook](#), 3b. The evaluation period will correspond to the Calendar year. Each faculty will prepare a written summary of their performance during the evaluation period, specifically addressing the responsibilities and duties specified for that faculty member by the Director as part of their AoR during the evaluation period. The evaluation of the performance, recommendations for promotion and merit increases will follow CBA procedures.

The Director must provide a written letter to all Specialized Faculty who have not attained terminal rank evaluating progress towards promotion to the next higher rank as part of this annual evaluation. Each of the facilities performs a unique mix of research training support. A balance of research and training support appropriate to that Facility must be clearly defined in the annual Assignment of Responsibilities. In addition, the Director may assign additional tasks or objectives specific to a given Facility or for a faculty member in the AoR.

C. Criteria for Promotion of Specialized Faculty. The University provide minimal criteria for promotion of Specialized Faculty. Additional criteria and procedures for promotion of Specialized Faculty appointed in the IMB are described in the [IMB Faculty Handbook](#), 3b.

Appendix Location and Maintenance of Kasha Laboratory

Facilities. The Kasha Laboratory Building (IMB) houses and staffs research facilities that support the research and training mission of the Institute. These facilities are directly administered by the individual Facility Directors who establish operating procedures for their facility to ensure that the facility provides a safe working environment for all users. The Facility Directors are responsible for training users, consulting with faculty and students regarding design and interpretation of experiments performed using facility equipment, providing for routine maintenance and coordinating service. Each facility has an Advisory Committee that provides user feedback and needs to the Facility Director and the Institute Director. Facility Directors are required to meet at least once a year with their Committees. Each facility operates on annual budget approved by the Institute Director prior to the beginning of each fiscal year. Facility Directors are required to provide an annual summary of use and productivity, as measured by the publications, theses, grants, etc., of their facility.

Research and Office Space in IMB. No faculty member is permanently assigned to the Institute. All faculty members have primary appointments in a home department and are assigned laboratory and office space in the Institute under temporary conditions.

- i. *Reallocation of IMB Space.* The Institute is a research facility and space allocations are made by the Director.
- ii. *Relocation out of IMB.* Under certain conditions, faculty may be asked to relocate their laboratory and office space to space assigned by their department chair.