

Bylaws for the FSU Childcare and Early Learning Program in University Housing/Division of Student Affairs at Florida State University

These are the bylaws for the FSU Childcare and Early Learning Program in University Housing/Division of Student Affairs at Florida State University. These bylaws were last approved on August 18, 2026 by a majority of the applicable voting members of the FSU Childcare and Early Learning Program and on September 1, 2026 by the AVP for University Housing/Childcare and AVP for Division of Student Affairs and the Office of Faculty Development and Advancement.

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. Bylaws may be revised by calling a meeting of the FSU Childcare and Early Learning Program faculty to discuss the proposed revisions. The faculty at this meeting will draft the proposed revisions. The revised bylaws will be distributed to all FSU Childcare and Early Learning Program faculty at least one week before a vote to ratify the revisions. The bylaws pass to the next level of approval with a simple majority of the voting faculty. Revised bylaws are then to be reviewed/approved by the AVP for University Housing/Childcare and by Office of Faculty Development and Advancement.

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 FSU Childcare and Early Learning Program shall consist of those persons holding full-time appointments at the rank of Childcare Specialist.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of the FSU Childcare and Early Learning Program; staff, student affiliates, and OPS employees.

C. Faculty Voting Rights. The Voting membership of the department is defined as the FSU Childcare and Early Learning Program Center Director for Faculty & Education and all the members of FSU Childcare and Early Learning Program for whom the annual Assignment of Responsibilities (AOR) and annual evaluations are

completed. Faculty members of FSU Childcare and Early Learning Program are entitled to vote on matters related to Evaluation Criteria and amendments to the bylaws.

D. Non-faculty Voting Rights. NA

III. Organization and Governance

A. Faculty Meetings. The FSU Childcare and Early Learning Program Director of Operations and/ or the Center Director for Faculty & Education may call a faculty meeting at any time. The Director of Operations and/ or the Center Director for Faculty & Education will call a faculty meeting if two or more faculty request a meeting for a specific purpose.

B. Director Selection. In the event the FSU Childcare and Early Learning Program Center Director will be vacating their position, the outgoing Center Director will make a recommendation as to their replacement to the AVP for University Housing/Childcare for consideration. A search committee shall be formed to assist in the recruitment and screening of applicants. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

C. Leadership and Committees.

1) Leadership

- **Director of Operations**
 - Developing, reviewing, analyzing and implementing program policies and procedures to ensure compliance with University, State of Florida, US Department of Education, Sponsored Research and National Association for the Education of Young Children accrediting body, policies, procedures and statutes. Developing emergency crisis plans and coordinating with FSU, local and state expectations for the safety of the children and staff.
 - Developing, managing and administering annual budgets for the FSU Childcare and Early Learning Program to include annual operating budget, Activity and Services budget and Sponsored Projects budget. Prepares documents for the Childcare Advisory and for DSA. Conducts cost analysis of services provided by the program. Acts as grant writer and principle investigator, and oversees the administration and compliance of sponsored projects.
 - Developing and maintaining a high-quality childcare and early learning program. Develop and lead strategic planning initiatives that support the FSU vision. Conduct assessment of the program and the department organization and model for providing a quality care and learning environment. Oversee the curriculum, programs activities to ensure a well-rounded experience is provided.

Oversee the admission, orientation, outreach and planning with parents to ensure the program is accessible and meets all accommodation requirements. Coordinate Childcare Advisory meetings and agendas/documents.

- Hiring, supervising and evaluating Program Director, faculty and staff employees. Plans and coordinates training for all staff and teachers employed by the program.
- Center Director for Faculty & Education- duties include
 - Oversight of classroom instruction through observation and feedback, evaluation of lesson planning, and the delivery of hands-on coaching and instructional support for teaching staff.
 - Staying abreast of emerging and new guidance from state, federal and accrediting bodies, ensuring that all licensing and accreditation standards are met and assessing learning needs and goals. This includes completing regular training to maintain her center director's credentials and maintain a current program portfolio for NAEYC accreditation.
 - Processing state, federal and administrative paperwork related to operating a childcare facility, coordinating resources and referrals for development and health issues, monitoring, and ensuring staff training and in-service hours, and evaluating faculty, teaching staff and student participants in the program.
- Assistant Director for Faculty & Education & Early Intervention Specialist
 - Direct supervision and education of children and monitoring, providing guidance, support and hands-on in class training for student teaching staff. This position consists of Course/Curriculum Development including developing age-appropriate lesson plans, implementation of the program's curriculum.
 - Staying abreast of emerging and best practices in the education of young children, completing regular trainings to adhere to licensing and accreditation requirements and maintaining a current classroom portfolio for NAEYC accreditation.
 - Completing child developmental assessments, family teacher conferences, regular communication with families, and working in a team environment.

2) Search Committees

- Search Committees shall be established by the Director of Operations and/or Center Director for Faculty & Education to assist in the recruitment and screening of applicants for continuing faculty positions.

3) Engagement & Events Committee

- The Engagement & Events Committee is responsible for organizing meaningful experiences that strengthen connections among families, staff, program participants, and the broader academic and community network. The committee also ensures the continuation of traditional annual events while exploring innovative initiatives to enhance engagement.
- The FSU Childcare and Early Learning Program Director of Operations and/or the Center Director for Faculty & Education shall request volunteers to serve on the committee.

4) Peer Review Committee

- The Peer Review Committee is responsible for reviewing each faculty's evidence of performance materials and AORs and make recommendations on ratings to the center Director for Faculty & Education regarding evaluation ratings.
- The FSU Childcare and Early Learning Program Director of Operations and/or the Center Director for Faculty & Education shall request volunteers to serve on the committee.

5) Fundraising Committee

- The Fundraising Committee is responsible for securing financial resources to support the organization's mission and long-term sustainability.
- The FSU Childcare and Early Learning Program Director of Operations and/or the Center Director for Faculty & Education shall request volunteers to serve on the committee.

D. Faculty Recruitment. FSU Childcare and Early Learning Program faculty members shall be included in the process of recruitment. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

E. Unit Reorganization. FSU Childcare and Early Learning Program faculty members shall be involved in the decisions involving unit reorganization.

IV. Curriculum

The FSU Childcare and Early Learning Program faculty are responsible for selecting and implementing curriculum themes, annually, that are developmentally and age-appropriate for the children in their care. Curriculum planning shall be informed by knowledge of child development, individual needs, and program goals, and shall promote meaningful learning experiences. All curriculum themes shall be reviewed and approved by the Center Director for Faculty & Education and Director of Operations.

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 and evidence of performance materials that are submitted annually. The committee will review each faculty members AOR and evidence of performance materials and make recommendations to the Center Director for Faculty & Education regarding evaluation ratings.

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.

- 1) Teaching.** Consists of Student Committees/ Supervision (60%) which includes the direct supervision and education of children; monitoring, providing guidance, support and hands-on in class training for student teaching staff; and Course/Curriculum Development including developing age appropriate lesson plans, and implementation of the program's curriculum.
- 2) Scholarship/Research.** Consists of staying abreast of emerging and best practices in the education of young children, completing regular trainings to adhere to licensing and accreditation requirements and maintaining a current classroom portfolio for NAEYC accreditation.
- 3) Service (Administration).** Consists of completing child developmental assessments, family-teacher conferences, regular communication with families, and working in a team environment.
- 4) Other.** Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

The following five categories are used when evaluating the faculty member's performance of duties:

- Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements, as appropriate to the assignment, in teaching, research, and service.

- Substantially Exceeds FSU's High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition, as appropriate to the assignment, in teaching, research, and service.
- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- Does Not Meet FSU's High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

VI. Promotion of Faculty

A. Progress Toward Promotion Letter. NA

B. Peer Involvement in Evaluation of Promotion of Faculty. NA

C. Criteria for Promotion of Specialized Faculty. NA