**Bylaws for the Institute for Successful Longevity (ISL)**

**These are the current bylaws for the Institute for Successful Longevity. These bylaws were last approved on (11-30-21 by a majority of the applicable voting members of the Institute for Successful Longevity and on (12-31-21) by the Office of the Provost and on (1-31-22) by the Office of Faculty Development and Advancement.**

**Preamble.** The Institute for Successful Longevity conducts research into how to live longer, stay active, and be fully engaged in life. The institute takes a multidisciplinary approach to better explore the complexities of life as an older individual. Over the last century Americans witnessed tremendous gains in longevity, but successful longevity is more than living to a great, old age. It is about living well as we grow older. Living well means many things, so we draw on the talents of researchers in many fields across the Florida State University campus to look at health, cognition, recreation, mobility, financial security, and other concerns. In the past, aging was seen as a problem, a condition, or malady. Today at FSU’s Institute for Successful Longevity, we see aging as a natural stage of life, and our researchers look at all the components of an older person’s experience as we pursue the causes of age-related cognitive and physical decline and translate those discoveries into practices and interventions that slow or halt these changes. ISL’s mission consists of the following goals:

* To understand the mechanisms of age-associated disorders and functional and cognitive declines.
* To develop the best holistic interventions to counter those declines.
* To disseminate this knowledge to the community, to aging adults and to their care partners.
* To cultivate the scientific, social, and political leadership on this issue that will engage the nation.

**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 Promotion and Tenure Letter.

 **B. Bylaws Revision.** The Bylaws of the Institute may be changed by majority poll vote of those present at a meeting at which by-laws are to be discussed if notice of the proposed change is sent to each affiliate and Board member at least two weeks prior to the meeting*.* Votes may be registered in-person or electronically, either by e-mail ballot or through an approved web-based balloting system.

 **C.** **Sunset Provision.** **These bylaws shall cease to apply after the August 2022 faculty meeting unless they are approved again by a poll vote of a Joint Advisory Board and the Affiliate voting members of the Institute for Successful Longevity.**

 **D. 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 and Staff Membership.** The faculty and staff of the Institute for Successful Longevity shall consist of those persons appointed by the Office of the Provost holding full or part-time appointments at the rank of Director, Administrative Assistant, and Public Relations Communications Specialist.

 **B. Center/Institute Membership.** In addition to the faculty and staff defined in II.A above, the following are members of the Institute for Successful Longevity: those appointed as affiliates by a committee of the whole consisting of the Director, the Joint Advisory Board, and the current affiliates.

 **C.** **Faculty Voting Rights.** *Define voting rights of faculty defined in II.A above.* All appointed Faculty, Affiliates, and Advisory Board members may vote on a) revisions to the By-Laws, b)

 **D.** **Non-faculty Voting Rights.** *Define the voting rights, if any, of those defined in II.B above.*

(None)

**III. Organization and Governance**

1. **Faculty Meetings.** *Describe who may trigger a faculty meeting and how. Describe any minimum number of meetings or other requirements determined by the faculty (e.g., annual report on budget).*
	1. The Institute hosts Affiliates meetings every 2 months and Joint Advisory Board meetings every 3 months. As part of the “other business” section of those meetings, someone in good standing can call for a special meeting and if approved by a quorum of Board or Affiliate members, will be scheduled by the Administrative Assistant.
2. **Director Selection.** *Describe procedure that provides for faculty involvement in the selection of the institute/center director.*
	1. A search committee will be struck in consultation with the Office of the Provost, ISL Faculty affiliates, and ISL advisory committees. It will be tasked with soliciting candidates (internal, external), interviewing them, and then providing the Office of the Provost with a ranked list of candidates for the position of Director.

 **C. Leadership and Committees.** *List and describe the leadership positions in the institute/center (e.g., Director, Associate Director, etc.), their duties, how the person is selected for the position, and term of service. List committees and describe their purpose, membership, how membership is determined, and term of service of members.*

* The Director for the Institute for Successful Longevity is appointed by the Office of the Provost for a 3-year renewable term. The Director is responsible for leadership of the Institute to fulfill its mission, including appointment and management of staff, oversight of ISL programs and resources (e.g., the Participant Registry, the Newsletter, ISL Successful Longevity Lecture Series, Brown Bag Lecture Series, Scholarship awards), preparation and oversight of the budget, and preparation of an annual report. The Director also reports regularly on progress toward fulfilling ISL’s mission to Affiliates, Advisory boards (internal, community), and the Office of the Provost.
* The Associate Director supports the functioning of ISL by acting in place of the Director when the Director becomes unavailable for extended periods of time (e.g., travel, sabbatical, illness). The Associate Director is chosen from a set of nominees by a committee of the whole consisting of the affiliates and advisory board members and confirmed by the Office of the Provost.
* Internal Advisory Committee (IAC). Members of the Internal Advisory Committee are appointed by the Office of the Provost in consultation with the Director for 2-year renewable terms. The IAC provides advice to the Director about activities and programs to advance ISL’s mission.
* Community Advisory Board (CAB). Members of the Community Advisory Board are appointed by the Office of the Provost in consultation with the Director for 2-year renewable terms. The CAB provides advice to the Director about activities and programs to advance ISL’s mission.

 **D. Faculty Recruitment.** *Describe process for recruiting and selecting new faculty and how current faculty are involved.*

* Full time faculty, including research faculty, and postdoctoral fellows may apply to the Institute for Affiliate status. They will provide a current CV, a short biographical sketch outlining their research related to the mission of ISL, and a high-resolution photo. Their CV will be circulated to current Affiliates and Advisory Board members who will be asked to vote on their approval. On acceptance, their name and department affiliation as well as their biographical sketch and photo will be posted to the affiliates page on the ISL web site.
* Affiliates have the following privileges and responsibilities:

Privileges

* + Access as an approved researcher to ISL’s Participant Registry for studies of successful longevity, subject to approval of the project by the FSU IRB.
	+ Opportunity to apply for Interdisciplinary Planning Grants when available from ISL.
	+ When requested, a letter from the Director to the home department outlining member contributions to ISL’s mission.
	+ Voting rights on By-Law changes and other motions advanced at a meeting of Affiliates.

Responsibilities

* + Participation in grant and contract applications in collaboration with other ISL Affiliates with appropriate indirect costs (e.g., use of the registry) assigned to ISL.
	+ Attendance and participation in ISL Brown Bag series and the Successful Longevity lecture series events when feasible.
	+ Attendance and participation in ISL affiliate bi-monthly meetings when feasible.
	+ Attendance and participation in ISL-sponsored meetings with partnering organizations when feasible.
	+ Use of ISL logos and templates when making ISL-related scholarly presentations (e.g., PowerPoint templates).
	+ Acknowledgment of ISL support in publications resulting from ISL resources (e.g., participant registry, Planning Grant funds).
	+ Provision of required information about accomplishments for ISL’s annual report.

 **E. Unit Reorganization.** *Describe procedure that provides for faculty involvement in unit reorganization.*

In the event of reorganization or termination of the Institute, Affiliates and Advisory Board Members will advise the Office of the Provost about re-allocation of resources (e.g., the Participant Registry, Scholarships) in accord with the Institute’s mission.

**IV. Curriculum – Not currently applicable**

*Describe how faculty members exercise control over the development and review of curriculum (can, in addition or instead, refer to another section of the bylaws such as a committee listed in III.C above)*

**(No curriculum to manage now. Could add this during by-law changes.)**

**V. Annual Evaluation of Faculty on Performance and Merit – not currently applicable**

 **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

*If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the annual evaluation process for all faculty classifications (beyond university policy). If specialized faculty are hired and evaluated by thei r home department/college, please indicate that here and specify how input of the institute/center director is provided to the home department/college. For tenure-track faculty affiliated with the institute/center, indicate that the official annual evaluation rating occurs in the tenure home department/college and specify how the input of the institute/center director on the annual evaluation is provided to the home department/college.*

*If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the merit evaluation process for all faculty classifications (beyond university policy).*

**Director.** Affiliates and Board Members will conduct an annual review of the performance of the Director, coordinated by the Associate Director, and report the results to the Office of the Provost.

**Administrative Assistant.** The Director is responsible for evaluating the annual performance of the Administrative Assistant.

**Public Relations Communications Specialist.** The Director is responsible for evaluating the annual performance of the Public Relations Communication Specialist.

 **B. Criteria for Evaluation of Specialized Faculty.** *If applicable, describe institute/center-specific criteria for evaluation of specialized faculty in the position-relevant areas of:*

 **1) Teaching.**

**2) Scholarship/Research.**

 **3) Service.**

 **4) Other** [*Add categories as needed*]

*If specialized faculty are hired and evaluated by their home department, please indicate that here.*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**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 progress toward promotion letter that outlines progress toward promotion and/or tenure. *If specialized faculty are hired and evaluated by their home department, please indicate that here.* [*Add details of institute/center’s contribution to the progress toward promotion letter, if applicable*]

 **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.** *If applicable, describe institute/center-specific criteria for promotion of specialized faculty (beyond university policy). If specialized faculty are hired and evaluated by their home department, please indicate that here.*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*