

Policy Manual
Pepper Institute on Aging and Public Policy
Florida State University

By-Laws Revision Date: Feb. 1, 2013

Pepper Institute on Aging and Public Policy Florida State University

Mission

The mission of the Pepper Institute on Aging and Public Policy is to initiate research, educate students and provide outreach activities that address the opportunities and challenges of an aging population.

Research

- Promote an interdisciplinary collaborative approach to initiating and developing research proposals and grant projects
- Serve as a central resource for disseminating information university-wide about possible grants and research opportunities related to aging studies
- Provide staff support to assist with the development and administration of contracts and grants
- Maintain a university-wide inventory of aging related research, contracts and programs
- Encourage students at the Master's and Doctoral level to conduct research in the field of aging

Education

- Administer an interdisciplinary graduate and undergraduate Certificate Program in aging studies
- Encourage interested faculty to develop additional courses and to integrate aging related materials into their curriculum
- Identify and supervise internship field placements in local aging related agencies to encourage students to gain experience working with and on behalf of the elderly
- Sponsor the Pepper Lecture Series for faculty, students and other interested participants to highlight current policy issues in the field of aging
- Establish a Master's of Science in Aging Studies within the College of Social Sciences
- Promote intergenerational educational activities both on campus and in the local community

Public Service

- Serve as a resource to the Florida Legislature on aging related policies and issues
- Administer an outreach educational program to encourage lifelong learning for mature adults
- Serve as a resource for the dissemination of research information and public policy issues related to aging
- Work with the Center for Professional Development at FSU to enable part-time and returning students to participate in the Certificate in Aging Studies program
- Provide student volunteers to assist agencies serving older adults

**Pepper Institute on Aging and Public Policy
Florida State University**

By-Laws

A. Authority

1. The authority of the Institute shall reside in the Executive Committee.
2. The Executive Committee will be composed of Associate Faculty having voting membership in the Institute. This committee will be advisory to the Institute Director on all matters of policy and its implementation.

B. Associate Faculty

Responsibilities:

Faculty who maintain an office at the Pepper Institute have specific interests in aging, aging policy and/or health policy. The interdisciplinary nature of the Institute is designed to encourage collaboration in the development of grants and promote research. To ensure the continued success of the Institute, it is important that each of our Associate Faculty contributes to the growth of research by occasionally developing federal grant proposals and/or authoring a book or making other significant research contributions to support the mission of the Institute. Associates residing at the Institute are asked to channel their aging research grants through the Pepper Institute.

Appointment and Procedure:

1. Faculty are appointed to the Institute upon the recommendation of the standing Executive Committee of the Institute, the consent of the faculty member's department chair and the Dean of the College of Social Sciences. Appointments are for a three-year term, subject to renewal upon the majority vote of the Associate faculty and consent of the departmental chair and the Dean of the College of Social Sciences.
2. The voting membership of the Pepper Institute on Aging shall include all Associate faculty members in tenured or tenure-earning positions.
3. Faculty members who are appointed to the Pepper Institute in visiting, adjunct, administrative or affiliated positions shall be ineligible to serve on the Executive Committee, but may attend meetings in a non-voting capacity.
4. Associate Faculty shall demonstrate an interest in aging, aging policy and/or health policy and will support the mission of the Institute by submitting grants, conducting research or by teaching courses participating in relevant research and educational functions of the Institute.
5. Each Associate of the Pepper Institute acknowledges that the three year appointment to the Institute requires a commitment on the part of the Pepper Institute to provide additional resources and on the part of the faculty member to actively participate in the research, education and public service mission of the Institute.
6. Resources available include an office in the institute complete with phone and computer, access to support personnel to assist with contract and grant administration and copying

services, collaborative contract and grant opportunities, small rooms available for meetings and a state-of-the-art computer lab.

7. Associate faculty shall recommend to the Director any matters that should be considered at Institute meetings and shall work cooperatively with the Director in carrying out the day-to-day activities of the Institute.

C. Affiliated Faculty

1. Affiliated faculty include persons who are not resident faculty but have demonstrated a career interest and orientation for research and/or teaching in the field of aging. Affiliate faculty are appointed by a vote of the Associate faculty. Such courtesy status with the Institute carries with it no remuneration nor presumed access to Institute resources.
2. Affiliated faculty are not voting members of the Institute.

D. Institute Meetings

1. A meeting of the Associate Faculty shall be held at least once each year during the fall academic term. A notice of the meeting and an agenda shall be submitted by the Institute Director one week in advance of the meeting.
2. Additional Associate Faculty meetings may be called (1) by the Institute Director or (2) upon request of one or more members of the Associates of the Institute.
3. A majority of the voting membership shall constitute a quorum. A simple majority of those present carries a motion.
4. Under extenuating circumstances an Associate faculty member may submit an absentee ballot to be accepted by the Director for inclusion in balloting at Institute meetings.

E. Institute Director

1. Authority and Duties of the Director
 - a. The Director shall serve as the chief decision maker and administrative officer of the Institute on advice and counsel of the Executive Committee. The Director shall be responsive to the Faculty of the Institute and represent the Institute to the College and University, and promote and defend the interests of the Institute.
 - b. The Institute Director shall establish any necessary committees for the conduct of Institute affairs.
 - c. The Institute Director shall consult with the Faculty on such matters as research and education programs, appointments and allocation of Institute resources. The Director shall facilitate and coordinate (1) student counseling, (2) communications within the Institute, (3) recruitment of new faculty affiliate and associates, (4) collaboration and submission of new contracts and grants in aging, (5) public relations about the Institute, (6) recruitment for the campus-wide Certificate in Aging Studies program, (7) development of outreach programs, (8) budget allocation, (9) management of the office staff, and (10) the delegation of committee responsibilities.
 - d. The Institute Director shall be a voting member of the Executive Committee.
 - e. The Institute Director shall preside over meetings of the Associate Faculty and Affiliate Members.

- f. The Institute Director shall regularly report to the Faculty and Institute members the actions s/he performs in administering Institute affairs.
 - g. The Institute Director, in conjunction with the Faculty and relevant departments, shall supervise and coordinate the recruiting of new faculty members.
 - h. The Institute Director, serving as principal financial officer of the Institute shall (1) supervise receipts and expenditures of all monies; (2) prepare an annual budget and (3) prepare an annual financial report to be presented to the members of the Institute each fiscal year.
 - i. The Institute Director or his/her designee shall serve as liaison officer and Institute representative to officers and bodies outside the Institute where not otherwise specified by College, University or Board of Regents procedures.
 - j. The Institute Director shall work cooperatively with relevant Departmental Chairpersons with regard to joint appointments and teaching assignments of Institute faculty.
2. Term of Office of the Director
The Institute Director shall be appointed for a three year term at which time the Executive Committee will conduct a formal and full review of the incumbent Director. The incumbent Director is eligible for appointment to subsequent terms upon recommendation of the Associate faculty.
3. Procedures for Selection of the Director
The procedures for selection of the Director are determined by the Dean of the College of Social Sciences.
4. Procedures for Removing a Director from Office
- a. A motion calling for removal must be submitted to the Institute Associates by three or more voting members.
 - b. To be adopted, the motion for removal must be supported by a majority of the Associate Faculty of the Institute in a secret ballot, following a meeting to discuss the motion called by the Institute Associates.
 - c. A designate of the Institute Associates shall report the vote to the Dean of the College of Social Sciences.

F. FSU Substantive Change Policy

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 <http://provost.fsu.edu/sacs>.

G. Amendments

Any voting member of the Institute may propose an amendment to the bylaws. A proposed amendment must be available to the voting membership at least two weeks prior to the vote. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the voting membership.

H. Disclaimer

All provisions of these by-laws and any subsequent amendments are null and void and of no effect if contravened by State Statutes, Board of Governors regulations, or University and College policies.

Appendix I

Appointment of Associates and Affiliates to the Pepper Institute

Associates of the Pepper Institute

Definition: A Research Associate in the Pepper Institute on Aging and Public Policy is a full-time tenured or tenure-earning faculty member in any department or college at Florida State University demonstrating a career interest and orientation for research in the field of aging.

The usual term of appointment is three years with an option for renewal based on mutual consent, peer evaluations and recommendations from the Executive Committee.

Candidates for Associate rank are invited to submit a vita and statement of interest outlining their research program in aging and work in progress.

The voting membership of the Pepper Institute on Aging shall include all Associate faculty members in tenured or tenure-earning positions. The voting body of the Institute shall be referred to as the Executive Committee.

Faculty in the Institute (the Executive Committee) review the materials and vote on research associates.

New faculty appointments and renewals of the three-year associate terms, are subject to recommendation from the Director of the Pepper Institute, a majority vote of the Associate faculty, consent of the Candidate's Department Chair and final approval from the Dean of the College of Social Sciences.

Faculty and Staff who are appointed to the Pepper Institute in visiting, adjunct, administrative or affiliated positions shall be ineligible to serve on the Executive Committee, but may attend meetings in a non-voting capacity.

Affiliates of the Pepper Institute

Definition: An Affiliate of the Institute includes persons who are not resident faculty, but have demonstrated a career interest and orientation for research and/or teaching in the field of aging.

Candidates' names may be submitted by current Institute Associates, Affiliates or the Director, or by an annual announcement inviting self nomination for Institute Affiliate status.

To complete the nomination process, candidates are invited to submit a vita and statement of interest outlining their research/teaching program in aging and work in progress. Institute Associates review the materials and vote on candidates for Affiliate status.

Every five years Affiliates are requested to submit a current vita and statement of their research/teaching program in aging. If the Affiliate does not choose to submit a vita and statement it will be assumed that the individual is no longer interested in participation in the Institute and will be removed from the affiliate role.

Affiliate courtesy status with the Institute carries with it neither remuneration nor presumed access to Institute resources.

Evaluation and Reappointment

1. At the end of every three year term each Research Associate is asked to submit their vita and a summary (one-two pages) of activities/contributions to the research and outreach activities of the Pepper Institute.
2. The Research Associate faculty in the Institute will review the materials and vote whether to renew the individual as an Associate for another three year term. Final approval for renewal will come from the Dean of the College of Social Sciences.
3. The Director of the Pepper Institute will notify each Research Associate of the decision and, in the case of a renewal, will send a formal letter of reappointment to the Research Associate.