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## USF St. Petersburg College of Arts and Sciences Bylaws

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# **USF St. Petersburg College of Arts and Sciences Bylaws**

**Approved by the College of Arts & Sciences Faculty - May 6, 2006**  
**Approved by the Dean of Arts and Sciences - August 29, 2006**

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# MISSION and VISION

Our goal is to become a research-intensive liberal arts university. This means:

- We will make significant and meaningful contributions to ongoing dialogues in our academic fields.
- We will expect our undergraduate and graduate students to engage in research - where feasible, in collaboration with faculty.
- We will cultivate a vigorous liberal arts culture by recruiting talented and diverse students, maintaining small class sizes, and mentoring those students we have. We must encourage free discussion, foster critical thinking, demand that our students write, and, when possible, to work across disciplines.
- Where appropriate, we will initiate and expand graduate programs and develop formal academic ties to other graduate programs within the University of South Florida system.
- As part of the mosaic of learning experiences at USFSP, interested faculty will incorporate civic engagement, service learning, and experiential learning into their classes, when appropriate.
- If we are successful, our students will not only be well trained within their disciplines - and thus, prepared for graduate or professional schools - they will have the critical skills and broad outlook that will make them engaged and productive citizens.

## BYLAWS

**PREAMBLE:** The College of Arts and Sciences at the University of South Florida St. Petersburg serves the instructional needs of undergraduate and graduate students, supports the research and teaching life of the faculty, and seeks to promote intellectual community both within and beyond its membership.

The bylaws of the College of Arts and Sciences shall contain (1) Provisions for committees and their responsibilities; (2) Procedures for the calling and conduct of faculty meetings and elections; and (3) Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities.

### ***ARTICLE I. The Faculty of the College of Arts and Sciences.***

1. The College shall consist of the Dean and all the academic and professional staff. Each member of the full-time faculty (as defined in the collective bargaining agreement) of University of South Florida St. Petersburg (henceforth USFSP) shall have one vote in faculty meetings and in College elections.

2. The Faculty shall be responsible for the planning and conduct of the academic programs of instruction and research in the College, subject to the provisions of the Policies of the Board of Trustees and the By-Laws of USFSP.

3. The Faculty normally shall exercise its responsibilities through the College Council of the College of Arts and Sciences, which includes the Committees of the Council except in cases when it reserves powers to itself.

4. The full-time College Faculty may, by a vote of two thirds, override any action of the College Council and its Committees. However, it may not override decisions related to annual evaluations or actions of the College Council Tenure and Promotion Faculty Advisory Committee.

#### 5. Faculty Meetings.

5.1 The Faculty shall meet regularly at least once during each Fall and Spring semester, and at other times upon the call of the Vice President, the Dean of the College, the College Council, or by petition of 10% of the Voting Faculty.

5.2 The Presiding Officer of the Faculty meetings of the College shall be the Chair of the College Council or, in his or her absence, the Vice-Chair.

5.3 The time and place of such meetings shall be set by the Chairperson of the College Council, who shall inform the Faculty at least one week prior to the meeting of the time, the place, and the agenda.

5.4 Thirty percent (30%) of the Voting Faculty shall constitute a quorum for the conduct of business at such meetings.

5.5 Items may be placed on the agenda of the meetings by the Vice President, the Dean of the College, the College Council, or by petition of 10% of the Voting Faculty.

5.6 Unless otherwise specified, all meetings shall be conducted according to Robert's Rules of Order, Revised.

#### 6. Initiatives and Referenda.

6.1 The College Council shall, on its own initiative or by petition of 10% of the Voting Faculty, place issues of special importance before the Voting Faculty for a mail or email ballot.

6.2 Passage of a proposal by mail or by email ballot shall require a majority of the votes cast.

#### 7. College Faculty and University Governance

7.1 The Voting Faculty will elect representatives to the Faculty Senate.

7.2 Faculty Senators, elected by the College Faculty as specified in the Faculty By-Laws of the USF St. Petersburg to represent the College, serve as liaisons between the Faculty Council and University Faculty. Upon request, Faculty Senators from the College will report to the Faculty concerning matters of College interest. Such reporting will generally take the form of periodic reports to the Faculty Council and ongoing communication with the Chair. While the Chair periodically reports to the College Council on behalf of the Faculty Senators, Senators are invited to attend College Council meetings as ex officio non-voting members.

## **ARTICLE II. The Council of the College of Arts and Sciences.**

### 1. Composition of the Council.

1.1. Nine members of the College Council shall be elected from among the full-time teaching faculty of the College. The Nominating Committee of the Council shall conduct the election by the end of each Spring semester.

1.2. Each member of the Council ordinarily shall serve a two-year term and may serve no more than two terms in succession. Terms shall be staggered with one half of the members elected annually. An exception to this provision occurs in the event that the Vice-Chair of the Council would ordinarily have completed his or her term(s) at the end of the academic year in which he or she serves as Vice-Chair. The Nominating Committee will certify the election of such members to the Dean.

1.3. The Officers of the Council shall be a Chairperson and a Vice-Chair. The Chair, the Vice-Chair, or a designated person will record minutes of each meeting and circulate them to the Faculty. The Vice-Chair shall be elected for the following year by the combined outgoing and incoming Council at the final spring semester meeting and shall serve one-year terms, effective May 15. At the end of his or her term as Vice-Chair, he or she becomes Chairperson for the following academic year. In the event that the Vice-Chair will have completed his or her first or second successive two-year term by the end of his or her term as Vice-Chair, he or she will continue on the Council for an additional year in order to preserve continuity among elected officers.

1.4. The Chairperson prepares the calendar of Council and CAS faculty meetings, meets periodically with the Dean on behalf of the Council, and performs any other duties designated in the By-Laws.

1.5. The Vice-Chair shall preside over Council meetings and represent the Council in any other way in the absence of the Chair, and shall Chair the Nominating Committee. The Vice-Chair also communicates regularly with Faculty Senators elected from the College. The Vice-Chair prepares to serve as Chair upon expiration of his/her term as Vice-Chair.

1.6. To be eligible for election as a Councilor, new faculty must have completed one semester of service at the University.

1.7. Election of Councilors shall take place by April 15, the Councilors to take office on May 15. The combined outgoing and incoming Council shall meet in May for the purpose of electing officers for the coming year. This meeting shall be called and chaired by the Chairperson or the Vice Chair of the outgoing Council. The Nominating Committee will present candidates for election; additional nominations may be offered at the meeting.

1.8. In the event of a vacancy on the Council, the Nominating Committee shall elect a replacement to fill the unexpired term.

### 2. Powers and Responsibilities of the College Council.

2.1 The College Council shall make recommendations to the Dean concerning

2.1.1 Policies related to faculty development.

2.1.2 Policies related to academic programs.

2.1.3 Curriculum design and revision.

2.1.4 Policies related to academic support and support services.

2.1.5 Nominations for College- and University-wide ad hoc task forces and other administratively-formed committees.

2.2 The Council shall establish policies and procedures for adjudicating student academic grievances that are within the authority of the College.

2.3 The Council periodically shall report to the Faculty of the College, including an Annual Report of the activities of its Committees.

2.4 The Council shall have authority to constitute standing and ad hoc committees and shall appoint all members of its Committees, providing that

2.4.1 Each standing committee shall include no fewer than two Councilors.

2.4.2 No more than two members of any Committee shall represent the same department or area.

2.5 All actions of the Council's Committees, with the exception of personnel recommendations by the Tenure and Promotion Faculty Advisory Committee, shall be reported to the College Council and shall be subject to confirmation by the Council.

### 3. Meetings of the College Council.

3.1 The Council shall meet monthly during the academic year and at such other times as designated by the Chairperson.

3.2 Meetings may be requested by the Dean or by a majority of the Councilors.

3.3 The Chairperson shall ordinarily provide notice of a forthcoming meeting at least one week in advance of that meeting.

3.4 The Chairperson or, in the Chair's absence, the Vice-Chair, shall preside at Council meetings.

3.5 The agenda shall be prepared by the Chairperson. Any member of the Council shall have the right to introduce an item to the agenda, provided that the Chair receives notice of the item at least two days in advance of the meeting.

3.6 A quorum shall consist of a majority of the Council members.

3.7 Meetings shall be open to the University community.

3.8 The Council shall keep a record of its proceedings; such record shall be available to members of the College Faculty.

3.9 Meetings shall be conducted according to Robert's Rules of Order, Revised.

**ARTICLE III. The Standing Committees of the Council of the College of Arts and Sciences.**

1. The Standing Committees of the College Council.

1.1 The Nominating Committee

1.1.1. Responsibilities

1.1.1.1. The Nominating Committee shall recommend appointments to the standing committees of the Council, to be submitted for action by the Council in a timely manner. Appointments to ad hoc committees and for midterm replacement of members of the standing committees shall be made by the Chair of the College Council in consultation with the Nominating Committee.

1.1.1.2. The Nominating Committee shall assist the Dean's office in nominating and recruiting teaching faculty for various campus roles, usually service on governance committees and/or ad hoc administrative task forces.

1.1.1.3. The Nominating Committee shall supervise elections of College members to the Faculty Council.

1.1.1.4. The Nominating Committee shall work to ensure that the membership of each committee reflects the diversity of the college and that appointment procedures facilitate the representation of women and persons of color in the spirit of Affirmative Action, reflect as broadly as possible the variety of disciplines and departments in the College, and reflect as broadly as possible representation by senior faculty as well as faculty at the assistant professor rank.

1.1.1.5. The Nominating Committee will appoint members of each of the remaining standing committees from both within and from outside the roster of Councilors.

1.1.2. Composition and Procedures

1.1.2.1. The Nominating Committee shall consist of three members, two (including the Chair) to be Councilors and one to be appointed from the College faculty at large.

1.1.2.2. The Vice-Chair of the Council will serve as the Chair of the Nominating Committee.

1.1.2.3. Recommendations for nominations for any standing committee or for election of College members to the Faculty Council may be made by any full-time faculty member of the College, with permission of the candidate.

## 1.2 The Tenure and Promotion Faculty Advisory Committee

### 1.2.1. Responsibilities.

1.2.1.1. Candidates for tenure and promotion shall, in consultation with the Dean, select a Candidate Application Committee to assist in compiling the application for tenure and/or promotion. The Candidate Application Committee shall be composed of three members, at least one of whom shall be tenured and at least one of whom shall be a member of the candidate's academic unit. Normally, all three of the Committee members shall be full-time faculty at USF, at least two of whom shall be full-time faculty at USFSP. The Candidate Application Committee for candidates for promotion to full professor shall, in addition, all be tenured at the rank of associate professor or higher. At least two of these members shall be full professors.

1.2.1.2. One member of the Candidate Application Committee shall serve as the chair of the group and shall coordinate the collection of all material. The three members shall be individually assigned to coordinate information on the candidate's record in research, teaching and service. Following the completion of the application, each member shall write a summary of the candidate's accomplishments in the assigned area. Each summary shall be an evaluative statement regarding the evidence provided, and shall not include a recommendation for or against tenure/promotion.

1.2.1.3. The chair of the Candidate Application Committee and any other members who wish to attend shall present the Committee's evaluation to the Tenure and Promotion Faculty Advisory Committee, but shall not be present during the Advisory Committee's formal deliberations. The Tenure and Promotion Faculty Advisory Committee shall review the candidate's application for promotion and/or tenure along with the evaluation prepared by the Candidate Application Committee and act on them in accordance with the USFSP Tenure and Promotion Procedures.

1.2.1.4. The Committee shall present to the Council a summary report of its activities by May 1 of each year.

### 1.2.2. Composition and Procedures.

1.2.2.1. The Tenure and Promotion Faculty Advisory Committee shall consist of five regular members and three alternate members. A minimum of three of these eight members shall be Councilors, with the remaining members drawn from the College faculty who are not Councilors. Alternates shall serve at the Committee Chair's discretion when regular members are excluded or excused.



1.2.2.2. Members shall be tenured faculty at the rank of Associate Professor or above; at least three of the members shall be Full Professors.

1.2.2.3. When considering the recommendations of appointment to the Tenure and Promotion Faculty Advisory Committee, the Nominating Committee should ensure that the faculty are broadly represented across the disciplines in the College.

1.2.2.4. No faculty member shall serve during the year in which that person's own promotion is to be considered.

1.2.2.5. The Committee shall be chaired by a member of its own choosing.

1.2.2.6. Members of the Committee shall serve terms of two years, with expiration dates staggered to allow for continuity.

1.2.2.7. A quorum shall consist of a majority of the members [Align with campus-wide procedures]

1.2.2.8. Voting on individual cases shall be by secret ballot.

1.2.2.9. All committees specified above shall complete and forward their reports by or before the dates to be specified in the campus-wide tenure and promotion procedures.

### 1.3 The Academic Programs Committee

#### 1.3.1. Responsibilities

1.3.1.1. The Academic Programs Committee shall review and recommend all course proposals originating in the College of Arts and Sciences related to undergraduate and graduate programs; program proposals related to undergraduate and graduate curricula; and existing courses and programs as the need arises.

1.3.1.2. The Committee shall provide consultation and advice to the Council and the Dean regarding changes in University-wide curricula and programs that may have significant impacts on the College.

1.3.1.3. The Committee shall make decisions regarding College undergraduate and graduate student awards.

1.3.1.4. The Committee shall establish and oversee the work of an ad hoc committee to hear students grievances in accordance with university policies

1.3.1.5. The Committee shall investigate all matters of student academic grievance in accordance with University policy.

1.3.1.6. An ad hoc student academic grievance subcommittee shall be appointed as needed and shall automatically expire upon disposition of the case that it was appointed to consider.

1.3.1.7. The subcommittee shall consist of three Faculty members, at least one of whom is to be drawn from the Committee, and two students, chosen in consultation with student government.

1.3.1.8. The Chairperson of the Committee shall present to the Council a summary report on the activities of the Committee at each meeting of the Council.

### 1.3.2. Composition and Procedures

1.3.2.1. The Academic Programs Committee shall consist of five members, appointed from among such Councilors and other candidates as the Nominating Committee shall recommend.

1.3.2.2. Members of the Committee shall ordinarily serve two-year terms, with expiration dates staggered, and may be reappointed once.

1.3.2.3. The Committee shall be chaired by a member of its own choosing, subject to the requirement that the member is also a Councilor.

1.3.2.4. The Committee may, on its own authority, establish subcommittees and appoint additional members for those subcommittees as it deems appropriate.

1.3.2.5. The Chairperson of each subcommittee shall be a member of the Committee.

1.3.2.6. A quorum of the Academic Programs Committee shall consist of three members.

1.3.2.7. Meetings of the Committee shall be open to the University community.

### 1.4 Annual Review Committee

1.4.1.1. Responsibilities - The purpose of this committee is to review in March, the yearly faculty reports of college faculty and submit these evaluations in writing to the college dean. This committee is also responsible for recommending standards for the numerical ratings in the areas of Teaching, Research, and Service which are part of the review.

1.4.1.2. The Annual Review Committee shall consist of at least 8 members, at least 6 of whom must be tenured. The members shall be appointed from among such Councilors and other candidates as the Nominating Committee shall recommend. The members shall represent different program areas in the college.

1.4.1.3. Members of the Committee shall ordinarily serve two-year terms, with expiration dates staggered, and may be reappointed once.

1.4.1.4. The Committee shall be chaired by a tenured faculty member of its own choosing.

1.4.1.5. The Committee may, on its own authority, establish subcommittees and appoint additional members for those subcommittees as it deems appropriate.

1.4.1.6. The chair of each subcommittee shall be a member of the Committee.

1.4.1.7. A quorum of the Annual Review Committee shall consist of five members.

#### ***ARTICLE IV. Amendments.***

1. Amendments to the By-Laws may be proposed by the Dean, by the College Council, or by a petition signed by at least twenty percent of the Voting Faculty.

2. Proposed amendments shall be submitted to the Chairperson of the College Council in writing. Within eight teaching weeks of the submission of an amendment, the Chairperson of the Council or the Vice-Chair shall convene a meeting of the Faculty to discuss the proposed amendment; at the discretion of the Chair, he or she may then submit the amendment to a mail or electronic ballot vote by College faculty. Alternatively, majority vote by voting faculty present may also submit the amendment to a mail or electronic ballot vote. If the Council and/or the Chair of the Council vote to submit the amendment to a mail or email ballot vote, the amendment proposal shall be considered to have passed and will be forwarded to the Dean upon approval of a majority of the votes cast.