

5-6-2011

Faculty governance charter of the University of South Florida St. Petersburg, May 6, 2011

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Faculty Governance Charter
of the University of South Florida St. Petersburg

I. Mission

The Faculty Senate of the University of South Florida St. Petersburg will constitute the principal academic advisory body to the Regional Chancellor and Regional Vice Chancellor for Academic Affairs of the University of South Florida St. Petersburg and has the responsibility to make recommendations pertaining to the operations and welfare of the University, particularly those pertaining to the academic mission of the University. The Faculty Senate operates according to principles of shared governance and serves as the main channel of communication between the faculty and administration of USF St. Petersburg.

The Faculty Senate may discuss and take a position on any subject of concern to the University community and may recommend policies pertaining to such matters to the Regional Chancellor, either directly or through its committees. The Faculty Senate appoints faculty members to serve on its own standing committees/councils and any ad hoc committees it might establish. The Faculty Senate may also recommend faculty members to serve on campus-wide committees. The Faculty Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

II. Responsibilities

To accomplish its mission, the Faculty Senate will act as follows:

- A. The Faculty Senate will meet regularly, making the minutes of each meeting available to the faculty. With the approval of a majority of Faculty Senate representatives, the Faculty Senate President may also call a meeting of the general faculty.
- B. Faculty Senate representatives will report regularly to their constituencies regarding the activities of the Faculty Senate and committees.
- C. The Faculty Senate President or another member of the Senate will serve as the faculty representative at meetings of the Regional Chancellor's Leadership Council.
- D. The Faculty Senate receives reports from the Regional Chancellor as well as the Senate's standing and ad hoc committees and makes recommendations to the Regional Chancellor, particularly when these recommendations affect the academic mission of the University.
- E. The Faculty Senate will provide advice and recommendations to the Regional Chancellor prior to administrative decisions regarding the establishment or dissolution of colleges, schools, departments, independent centers, institutes and partnerships; curriculum; scholastic standards; and academic honors at USFSP.
- F. The President and Vice President or other appointed members of the Senate or general faculty will serve as institutional representatives to the University of South Florida System Faculty Advisory Council (FAC). Each member will serve a two-year term that coincides with his or her term of office in the USFSP Faculty Senate. The Senate, at its discretion may select the immediate past president to serve in

place of one of the elected officers as one of the institutional representatives to the FAC, and may extend that individual's term should (s)he hold elected office in that organization.

G. Senators will perform the duties of commencement marshals. They may arrange for substitutes.

III. Membership

A. General Faculty

Membership in the general faculty of the University of South Florida St. Petersburg will consist of all full-time faculty members with the rank of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. The general faculty acts through the Faculty Senate as its elected representative body.

B. Faculty Senate

The Faculty Senate will consist of seven elected members, two members from each College and one representative from the Library.

C. Elections

1. Eligibility for election to the Faculty Senate. Members of the faculty eligible to be elected to the Faculty Senate will be those full-time members of the general faculty holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian. Faculty members whose responsibilities are primarily administrative are not eligible to serve on the Faculty Senate.

2. Eligibility to vote in Faculty Senate elections. Each member of the general faculty is eligible to vote in the election of Faculty Senate representatives from the college/unit of which he/she is a member. Academic advisors holding the title of Instructor are eligible to vote in the elections within the colleges for which they advise. If a faculty member has duties in more than one unit, the faculty member will be counted in the unit in which the major portion of his/her salary is budgeted. If a faculty member is budgeted for an equal portion in more than one unit, the faculty member may choose the unit in which to be included.

3. Time of election. An annual election will be held each spring semester. Nominations for all open seats on the Faculty Senate will be solicited by the College Councils from the general faculty within their respective units. Faculty wishing to serve on the Faculty Senate are encouraged to self-nominate.

4. Terms. The term of each Faculty Senate seat will be three years, beginning immediately following installation of new senators at the last Faculty Senate meeting of the spring semester. Terms of the college representatives will be staggered to ensure continuity from year to year. A representative may serve two consecutive terms, after which a period of one year must elapse before that individual may be re-elected to the Faculty Senate. The terms of the President and Vice-President will be one year.

5. Vacancies. In the event a representative to the Faculty Senate resigns or is otherwise unable to serve for a period of more than one semester, the seat held by that representative will be declared vacant and an alternate will be elected by the college/unit to serve the remainder of that representative's term.

6. Absences. A representative who must be absent from a meeting should send an alternate as a replacement. The alternate must be an individual who is eligible for membership in the Faculty Senate. A representative, who has two unexcused absences in a semester, without sending an alternate, is presumed to have resigned from the Faculty Senate. The Faculty Senate may make exceptions to this policy when special circumstances warrant it.

D. Officers

The Faculty Senate will elect a Vice President and Secretary from the seven voting representatives at the first Faculty Senate meeting each fall. The Vice President will automatically assume the office of President at the end of that academic year, with the new President taking office on the first day of the Summer Term.

IV. Committees

A. Standing Committees.

There shall be standing committees of the Faculty Senate to ensure the efficient functioning of the Senate. Committees, their charges, and criteria for membership shall be made in accordance with the Bylaws.

B. Ad Hoc Committees. The Faculty Senate may establish *ad hoc* committees as needed and appoint members of the faculty to those committees.

V. Meetings

A. The Faculty Senate shall meet in regular session at least once a month during the fall and spring semesters and as necessary during the summer term.

B. The President of the Faculty Senate may call special meetings of the Faculty Senate or the general faculty whenever he or she deems it necessary. The President shall also call meetings at the request of the Regional Chancellor or at the written request of three voting members of the Senate.

C. All meetings of the Faculty Senate shall be open to members of the university community. The Regional Chancellor and Regional Vice Chancellor for Academic Affairs shall be extended speaking privileges upon request; other non-members may be granted speaking privileges upon written request or upon invitation of the Faculty Senate President. Notice of such meetings will be given and proposed agendas will be made available a week in advance of each meeting, if possible.

D. Minutes of the meetings of the Faculty Senate shall be made available to all members of the general faculty and to the university community at large.

E. Fifty percent of the FC membership will constitute a quorum. For purposes of calculating a quorum, the size of the body will exclude unfilled vacancies.

VI. Amendments

Amendments to this charter may be proposed either through written petition from ten members of the general faculty or through written petition by three Faculty Senate members.

All amendments to this charter must first be reviewed by the College and Library Councils, and approved by the affirmative vote of two-thirds of the Faculty Senate. Such amendments must be ratified by the Regional Chancellor of the University of South Florida St. Petersburg.

VII. Compliance

The provisions of this charter shall not be construed in any manner so as to conflict with the laws of the State of Florida, the policies of the Board of Trustees, or contractual agreements between the Board of Trustees and bargaining agents.

Date of Last Amendment: 6 May 2011. Approved by vote of the USFSP Faculty: 6 May 2011.

Bylaws to the Charter of the Faculty Senate
of the University of South Florida St. Petersburg

I. College Councils

A. Responsibilities

The Arts & Sciences, Business, Education, and Library Councils will provide an effective means for the collective participation of faculty members and will advise the Deans of the Colleges in the consideration, formulation, and implementation of recommendations and decisions relating to the allocation of resources, recruiting and evaluation of faculty, setting of goals and priorities, and other matters of interest to faculty within those colleges. The College Councils will also be responsible for approving all new course and program proposals prior to submission to the USFSP Undergraduate and Graduate Councils.

B. Membership

The Arts & Sciences, Business, Education, and Library Councils will be comprised of members of the respective colleges, with eligibility for membership and size of each Council determined by the colleges.

II. Standing Committees and Councils

A. Standing Committees of the Faculty Senate

The following committees shall be chosen exclusively from the membership of the Faculty Senate:

1. Committee on Committees

The Faculty Senate will elect a four-person Committee on Committees which will solicit nominations from the general faculty for membership on the academic committees and councils of the Faculty Senate. The Committee on Committees will consist of one Faculty Senator from each college. Members of the Committee on Committees shall be chosen at the first Faculty Senate meeting in the fall of each year.

2. Bylaws Committee

When needed, and with the advice and consent of the Faculty Senate, the President shall appoint a Bylaws Committee to propose changes to the USFSP faculty governance documents.

B. Academic Committees and Councils

The following are academic committees and councils and shall constitute the standing committees of the Faculty Senate. Chairs of these committees and councils must hold the rank of associate or full professor or librarian:

1. USFSP Awards Committee
2. USFSP Graduate Council

3. USFSP Research Council
4. USFSP Undergraduate Council
5. USFSP General Education Committee

C. Special and Ad Hoc Committees of the Faculty Senate

Other committees may be named by the Faculty Senate as necessary and shall be temporary, to stand for the period designated at the time of their appointment.

D. Nominations to Academic Committees and Councils

The Committee on Committees will nominate members of the general faculty for each position on the academic committees and councils. Nominations will be solicited from the general faculty and may also be made by the Faculty Senate. The final slate of nominees must be approved by a majority vote of the Faculty Senate prior to submission to the Regional Chancellor or the Regional Vice Chancellor for Academic Affairs.

E. Formation of New Academic Committees and Councils

1. The formation of new Faculty Senate standing committees may be proposed by the Faculty Senate and recommended to the Regional Chancellor by a majority vote of the Senate. Each standing committee or council may form ad hoc committees from within its own membership.
2. To minimally qualify as a Faculty Senate standing committee requires that the majority of business be related to areas in which faculty have decision-making authority, which includes curriculum, accreditation, evaluation of students, and faculty development.
3. Once established, standing committees of the Faculty Senate may not change their membership, charges, or functions without Faculty Senate approval.

F. Reporting Responsibilities

All Faculty Senate standing and ad hoc committees and councils shall routinely submit minutes of their meetings to the Faculty Senate Chair and give reports to the Faculty Senate when requested to do so.

III. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the Charter and Bylaws, or standing rules and policies of the Faculty Senate.

Date of Last Revision 6 May 2011 Approved by vote of the USFSP Faculty: 6 May 2011.