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Faculty Senate

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***CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF SOUTH FLORIDA - TAMPA***

Throughout the Constitution references to “the Constitution” or “Faculty Senate” or “Faculty Senator” or “Senate Executive Committee” refer to “University of South Florida Tampa Constitution,” “University of South Florida Tampa Faculty Senate” or “University of South Florida Tampa Faculty Senator” or “University of South Florida Tampa Senate Executive Committee.”

ARTICLE I. General Faculty

A. Definition

The general faculty of the University of South Florida Tampa shall consist of all full-time faculty members with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. Full time is defined as 100 percent for 9 months or at least 75 percent for 12 months; temporary reductions in percent of effort due to insufficient funding are not germane.

Visiting faculty, regardless of rank or duration of appointment, are not counted as members of the general faculty.

Faculty members who hold administrative appointments beyond the department level, such as president, provost, senior vice president, executive vice president, associate vice president, assistant vice president, vice provost, dean, associate dean, or similar other positions and titles, and persons acting in the above capacities are not counted as members of the general faculty for the duration of their administrative appointments. Department chairs and directors of academic departments or units are members of the general faculty.

B. Meetings

The general faculty of the University of South Florida Tampa shall meet at least annually in the fall semester of each academic year. At this annual meeting, the President of the University shall present a general message to the faculty on the state of the University. The general faculty may meet at other times upon the call of the President of the Tampa Faculty Senate.

ARTICLE II. Faculty Senate

A. Function

The Faculty Senate is the primary faculty advisory body to the University of South Florida Tampa President, Provost, and Vice President for Health on all matters that pertain to the academic climate of the university. The Senate has the responsibility to review and make recommendations to them considering decisions on all matters pertaining to the welfare of the University, focusing particularly on those pertaining to the academic mission.

The Senate may discuss and take a position on any subject of University concern, and may initiate policies on these matters to the President, either directly or through its committees. The Senate appoints faculty members to serve on the University-wide committees as well as Faculty Senate committees; these committees carry out much of the work of the Senate. The Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

The Senate will also be responsible for appointing members of the USF System Faculty Advisory Council.

B. Membership

The Faculty Senate shall be composed of sixty elected members apportioned among and representing the academic units of the University of South Florida Tampa, and such ex officio members as described in the *Bylaws*. The Tampa Faculty Senate, by a two-thirds vote, may amend the number of senators at any time.

Academic units consist of colleges, the USF Tampa Library, and any regional campus of the USF system: (a) which is a separately administered campus geographically located away from Tampa, and (b) wherein the Tampa campus is responsible for the accreditation (including SACS and professional) and academic quality of that campus including program approval, faculty recruitment and evaluation. Any entity governed by its own faculty senate and reporting directly to the President of USF System is not considered a regional campus.

Persons elected to the presidency of the Tampa Faculty Senate shall continue as ex officio members of the Senate for two years after the expiration of their terms as president, provided that they remain members of the general faculty of the University of South Florida.

C. Apportionment

1. Formulation. Annually prior to election, the membership of the Tampa Faculty Senate shall be apportioned equitably among academic units, based on the number of members of the general faculty in each unit. A unit's apportionment is equal to:

$$100 \times (\text{Number of eligible faculty in unit} / \text{number of eligible faculty in university}).$$

Each unit shall have at least one elected Faculty Senator and no unit shall have more than 25 elected Faculty Senators.

2. Timing. Apportionment will be made only once each year and will be based on the number of members of the general faculty listed on official records of

the university on the first day of the spring semester of that year.

3. Unit allocation. Units shall, by majority vote of their general faculty, decide on a system of internal allocation of Tampa Faculty Senate representation. Units shall ensure that departments and other sub-units have direct representation rather than allocate all representation to the unit level, where possible. Units shall inform the Secretary of the Tampa Faculty Senate of the details of such allocations and any subsequent changes to them.

D. Elections

1. Eligibility for election to Faculty Senate. All members of the general faculty are eligible for election to the Faculty Senate unless otherwise indicated in the *Bylaws*. However, lecturers, instructors, assistant professors, instructor librarians, and assistant librarians must have three years of full-time service at USF before they are eligible to serve on the Faculty Senate.
2. Eligibility for participation in elections. Each member of the Tampa general faculty is eligible to vote in the election of the Tampa Faculty Senators from the unit of which he/she is a member. If a faculty member has duties in more than one unit, the faculty member shall 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. Voting procedures. The Secretary of the Tampa Faculty Senate has the responsibility of conducting the annual election of its senators and officers, and the responsibility of validating the eligibility of all nominees. The Secretary of the Tampa Faculty Senate, with the approval of the Tampa Senate Executive Committee, may delegate conducting the elections to the units to vote for their representatives. Elections shall be held by the first week of March and if conducted by a unit, the appropriate faculty officer of the unit shall forward the results, including a record of the number of votes cast for all nominees, to the Secretary of the Tampa Faculty Senate by the third week of March. The Secretary of the Tampa Faculty Senate shall validate the eligibility of all elected Tampa Faculty Senators by no later than the fourth week of March. If an elected Faculty Senator is deemed ineligible, the Secretary will deem the nominee with the next highest number of votes in the same unit to be duly elected. If the unit provides no alternate, or if the alternate is also deemed ineligible, then the seat will be declared vacant.
4. Terms. The term of each Tampa Faculty Senate seat shall be three years, beginning the first day of the fall semester following the annual election. A person may seek re-election for a second three-year term after which a period of one year must elapse before a member of the faculty may be re-elected to the Tampa Faculty Senate. By tradition, newly elected senators are invited to

participate as non-voting members in Tampa Faculty Senate meetings immediately following their election.

5. Vacancies. In the event a Tampa Faculty Senator resigns or is otherwise unable to serve for a period of more than two semesters during the Faculty Senator's term of office, the seat held by the Faculty Senator shall be declared vacant in the manner provided in the *Bylaws*. An alternate shall be selected, in accordance with the *Bylaws*, to serve until election of a successor.
6. Absence. If a Faculty Senator is to be absent for more than one academic semester, an alternate shall be selected in accordance with the *Bylaws*. The elected Faculty Senator shall resume his/her seat for the balance of term upon his/her return.
7. Removal. A Faculty Senator may be removed from his/her seat according to the process described in the *Bylaws*.

E. Officers

1. Election. The Tampa Faculty Senate shall have a President, Vice President, Secretary, Sergeant-at-Arms, and Member-at-Large elected by the members of the Tampa Faculty Senate from among the elected Tampa Faculty Senators. The Parliamentarian shall be chosen by the President of the Tampa Faculty Senate from among the Tampa Faculty Senate membership. The duties of these officers, the terms of office, and the procedures for their election are as specified in the *Bylaws*.
2. Removal. Any officer may be removed for cause. Removal of an officer for cause requires the approval of at least 2/3rds of Tampa Faculty Senators present at a scheduled meeting of the Tampa Faculty Senate, provided a quorum is established. Any officer removed remains eligible to serve as a Tampa Faculty Senator. The office shall be filled by majority vote at the next scheduled meeting of the Tampa Faculty Senate following removal.

ARTICLE III. Jurisdiction and Process

The Tampa Faculty Senate shall serve as the main channel of communication between the general faculty and the central administration of the University of South Florida-Tampa, including the President of the University of South Florida, the Provost, and the Vice President for Health.

The basic jurisdiction of the Tampa Faculty Senate shall entail academic and related matters that concern more than one college and general education policies. However, as the elected body of the general faculty, the Tampa Faculty Senate may formulate its opinion on any subject of interest to the University and adopt appropriate resolutions. Resolutions regarding matters outside the basic jurisdiction of the Tampa

Faculty Senate are advisory in nature only.

The President of the Tampa Faculty Senate shall forward each resolution adopted by the Tampa Faculty Senate to the University President. If the resolution entails matters outside the basic jurisdiction of the Tampa Faculty Senate, the University President shall provide written acknowledgement of its receipt to the President of the Tampa Faculty Senate within 30 calendar days. No further action is formally required.

If the resolution entails matters within the basic jurisdiction of the Faculty Senate, within 30 calendar days of its forwarding, the University President shall approve, request amendment, or veto the resolution through written response to the President of the Faculty Senate. The University President shall provide appropriate written justification to support any request for amendment or decision to veto. Lack of written response by the University President within 30 calendar days of the resolution's forwarding shall be considered approval of the resolution. If a written request is made to the Secretary of the Faculty Senate within 30 calendar days of the resolution's forwarding, the University President will be granted an automatic extension of 30 calendar days to approve, request amendment, or veto the resolution.

The University President may request amendment of a resolution only once. If the University President requests amendment, the Faculty Senate Executive Committee, by majority vote, shall decide whether and how to amend the resolution. Within 30 calendar days of the request for amendment's forwarding, the President of the Faculty Senate shall forward the resolution, if amended, and appropriate written justification of the Executive Committee's decision, to the University President. Lack of written response and appropriate written justification by the President of the Faculty Senate within 30 calendar days of the request for amendment's forwarding shall be considered approval of the requested amendment. If a written request is made to the University President within 30 calendar days of the request for amendment's forwarding, the President of the Faculty Senate shall be granted an automatic extension of 30 calendar days to forward the resolution and appropriate written justification to the University President.

Within 30 calendar days of the forwarding of the Executive Committee's response to the request to amend, the University President shall either approve or veto the resolution, as it then stands, by forwarding a written response and appropriate written justification to the President of the Faculty Senate. Lack of written response and appropriate written justification by the University President within 30 calendar days of the forwarding of the Executive Committee's response shall be considered approval of the resolution, as it then stands. No extension shall be granted.

By a three-fourths majority vote at a meeting of the Faculty Senate or with the affirmative vote of one half of all Faculty Senators, whichever is more, the Faculty Senate may refer the University President's decision to veto a resolution to the Board

of Trustees' Workgroup on Academics and Campus Environment (ACE). The President of the Faculty Senate, acting as a member of the Board of Trustees and the ACE Workgroup, shall present the Faculty Senate's position to the ACE Workgroup in the form of a motion. The ACE Workgroup, by majority vote, may sustain the University President's decision to veto the resolution, pend for up to 90 calendar days for further study/clarification/negotiation, or forward the resolution to the Board of Trustees as a consent recommendation of the ACE Workgroup.

The ACE Workgroup may pend any resolution only once. If pended, the ACE Workgroup shall consult with the Faculty Senate Executive Committee within 30 calendar days. By majority vote, the Executive Committee may amend the resolution. Within 90 calendar days of the ACE Workgroup's decision to pend the resolution, the ACE Workgroup, by majority vote, shall sustain the University President's veto or forward the resolution, as it then stands, to the Board of Trustees as a consent recommendation of the ACE Workgroup. If the Board of Trustees fails to act or communicate a decision to the Faculty Senate regarding a resolution forwarded by ACE Workgroup as a consent recommendation following two regularly scheduled meetings of the Board of Trustees, the motion will be deemed to have been accepted by the Board of Trustees.

Upon the resignation, retirement, or death of the University President, the Faculty Senate will designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for University President.

ARTICLE IV. Committees and Councils

A. Faculty Senate Committees

1. Executive Committee. The Executive Committee of the Faculty Senate advises the President of the Faculty Senate, meets with the University President and his/her designees, the Provost, and the Senior Vice President for Health, and assists the President of the Faculty Senate in determining the agenda for Faculty Senate meetings. The membership of the Executive Committee is as specified in the *Bylaws*.
2. Standing Committees. There shall be standing committees of the Faculty Senate to expedite the efficient functioning of the Faculty Senate and its affairs. Committees and membership selection shall be made in accordance with the *Bylaws*.
3. Ad Hoc Committees. The Faculty Senate may establish ad hoc committees as needed, as specified in the *Bylaws*.

B. Faculty Councils

There shall be standing Faculty Councils that provide advice directly to the University Administration on matters within the jurisdiction of the Faculty Senate. Faculty Council formation, membership selection, and governance by the Faculty Senate shall be in accordance with the *Bylaws*.

C. University-Wide Committees and Councils

There shall be standing University-Wide Committees and Councils that deal with University matters outside the jurisdiction of the Faculty Senate but that have faculty membership. University-Wide Committee faculty membership selection and governance by the Faculty Senate shall be in accordance with the *Bylaws*.

ARTICLE V. Meetings

A. Scheduled Meetings

The Faculty Senate shall meet in regular session each month during Fall and Spring semesters and as necessary during the summer.

B. Special Meetings

The President of the Faculty Senate may call a special meeting whenever he/she deems it necessary and shall call meetings at the request of the Faculty Senate Executive Committee, the President of the University, the Provost, or the Senior Vice President for Health, and shall call meetings at the written request of five voting members of the Faculty Senate.

C. Attendance

All meetings of the Faculty Senate shall be open to members of the University community. The President of the University, Provost, Senior Vice President for Health, and vice presidents shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon the invitation of the President of the Faculty Senate.

D. Minutes

Minutes of the meetings of the Faculty Senate shall be made available in an accessible and timely manner to all members of the faculty of the University and to the University community at large.

ARTICLE VI. Amendments

A. Proposal

Amendments to this *Constitution* may be proposed either through written petition from twenty-five members of the general faculty, through written petition by five Faculty Senators, or by a motion brought forward from the Faculty Senate Executive Committee. Proposed amendments shall be reviewed by the Constitution and Bylaws Committee, which shall review the proposal to determine that it is not inconsistent with Florida statutes.

B. Ratification

All amendments to this *Constitution* must be approved by the affirmative vote of two-thirds of the members of the Faculty Senate present and voting at a meeting with a quorum and must be ratified by a majority of the general faculty voting. Such amendments must be ratified by a majority of the general faculty voting and be approved by the President of the University.

ARTICLE VII. Compliance

The provisions of this *Constitution* 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 Governors or the Board of Trustees, or contractual agreements between the Board of Trustees and bargaining agents.

Date of last amendment: 03/28/96; 2/18/04; 04/16/08; 10/10