

Governance Document, College of Arts and Sciences **University of South Florida**

Preamble

The College of Arts and Sciences (CAS) at the University of South Florida (USF) is a community of scholars dedicated to the idea that educated people are the basis of a just and free society.

CAS is the USF unit organized to provide general education, to offer curricula of study and research, and to grant degrees in the liberal arts and sciences. CAS is central to the academic mission of USF. The advancement and dissemination of knowledge in the humanities, social sciences, natural and mathematical sciences and related interdisciplinary fields by CAS constitute the intellectual foundation of the entire University. As such, research and teaching in CAS are the basis of all of the applied and professional schools at USF. CAS is a diverse College that supports strong disciplinary and interdisciplinary research and teaching. As part of the overall goal of a strong liberal arts education within a unified College, CAS will endeavor to maintain cohesion while supporting collaboration across departmental boundaries.

CAS Faculty are dedicated to preserving standards of excellence and to enhancing quality in all graduate and undergraduate programs of study and research. CAS Faculty recognize that the College's mission and goals can be achieved only through an acknowledgment of the principles of shared governance. The fundamental premise of this document is that a relationship based on mutual respect, transparency, and clarity of roles exists among CAS Faculty, staff and students, and in particular between those Faculty named as College administrators and Faculty whose activities are focused primarily on teaching and research. The governance process should be efficient and aim to include broad Faculty participation.

Statement on Academic Freedom

Universities are institutions based on the principle of Academic Freedom. This constitutes the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; to speak freely on all matters of university governance; and to speak, write, or act as a public citizen without institutional discipline or restraint. Protection of academic freedom shall be a cornerstone of CAS policies and procedures.

Statement on Collegiality

The fundamental premise of this document is that all CAS Faculty, students, staff and administrators are dedicated to the successful operation and advancement of the mission of CAS in a collegial manner. Collegiality among and between Faculty, staff, and students is required behavior in the College. Faculty, staff, and students shall not speak to each other, or about each other, in a discourteous manner in public settings. Faculty, staff and students shall not use language or exhibit behavior that denigrates people for their age, class, disability, ethnicity, gender, gender identity, religious affiliation, or sexual orientation.

- * Approved April 1991
- Amended November 1991
- Amended April 1993
- Amended November 1995
- Amended March 1996
- Amended April 1998
- Amended May 2000
- Amended May 2003
- Amended January 2007
- Amended May 2010
- Amended August 2010

CONSTITUTION

This Constitution is intended to be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF). In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, and the USF Senate, and the USF/UFF Collective Bargaining Agreement take precedence over this document.

Operating within these contexts, CAS Faculty and the College administration, headed by the CAS Dean, have responsibility for policy development and program planning.

The Dean shall represent the interests of CAS to the USF central administration. The Dean shall oversee and allocate the human, financial, and material resources of CAS among the various Departments and allied units comprising CAS.

The Faculty of the College are defined in this Constitution and Bylaws as consisting of all individuals who are budgeted (partially or fully) in the College and who hold the rank of tenure-track or tenured assistant, associate or full professor or permanent full-time instructor in the Schools, Departments, Centers, or Programs that belong to the College. Beginning in their respective Departments, Centers, Institutes or Programs, CAS Faculty have primary responsibility for such fundamental areas as teaching (including curriculum as well as subject matter and methods of instruction); research, scholarship, and creative activity; and standards and procedures for admission of students into degree programs. Faculty set the degree requirements, determine when the requirements have been met, and otherwise qualify students and recommend them to the appropriate University entities to grant the degrees thus achieved.

CAS Faculty reserve the prerogative to question the actions of any administrative officer of the College. In keeping with the USF Principles of Academic Freedom and Responsibility (Policy # 10-050), the "professional judgments of Faculty members are of primary importance" when academic decisions and structures are proposed and implemented.

Faculty governance in USF's CAS operates within six major structures:

I. Office of the Dean:

The Executive Officer of CAS shall be the Dean, who shall also be a tenured member of a Department of CAS. The Dean, in consultation with the Provost, may appoint Associate and Assistant Deans to assist in the administration of CAS. The Dean shall also carry responsibility for appointing the Chairs of Departments within CAS, based upon recommendations of departments.

II. The Faculty Assembly:

The Faculty Assembly shall consist of all Faculty and meet at least once each semester. It shall be convened and presided over by the Chair of the CAS Faculty Council.

III. The Faculty Council:

The Faculty Council (formerly called the Advisory Council) represents the interests of CAS Faculty to the Office of the Dean. The Council shall include the Dean, the Associate and Assistant Deans, and those Faculty and staff members elected to represent their colleagues within the College. The election and composition of the Faculty Council, its functions, and its meeting schedule are defined in the Bylaws.

IV. The Standing Committees:

The Standing Committees shall include the Computer Committee, the Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee and the Instructor Promotion Committee.

V. Schools:

The CAS comprises Schools¹, which are aggregations of Departments. Each School shall establish its own Governance Document that must be endorsed by the Dean and shall be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF) and the CAS Governance Document. In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, and the USF Senate, the USF/UFF Collective Bargaining Agreement, and the CAS Governance Document take precedence over this document.

Schools shall formulate Bylaws that shall determine rules under which Departments may petition the Dean to join or leave them. The authority to grant or to deny permission to Departments to leave a School, to join another School, or to form a new School, resides with the Dean, in consultation with the Schools affected by these moves, as well as with the Faculty Council.

¹ These Schools are different from units equivalent to Departments that are called "Schools" due to disciplinary tradition or the requirements of accrediting bodies, which are led by "Directors." In this document the term "School" will refer to aggregations of Departments, the term "Department" will include units called "Schools" but equivalent to Departments, and the term "Department Chair" will include the Directors of such units.

VI. Departments, Programs, Centers, and Institutes:

Departments govern themselves through their own governance documents. These need to be consistent with US Federal and Florida law, the University Constitution, the rules and regulations of the BOG and the BOT, the USF Senate, and the Collective Bargaining Agreement concluded between USF and UFF, and the CAS Governance Document as well as the Governance Document of their School (once created). Typically, Departments consist of a Chair and associated Faculty, staff, and students. The College shall develop guidelines about criteria for the formation and maintenance of the Department structure. The College may also house separate Programs that offer courses and degrees up to and including the Ph.D., but are administered with the assistance of a Department or the Dean's Office. Centers and Institutes can exist independently or can be associated with a Department. It is the prerogative of the Chair of such Centers and Institutes and the Dean to define the administrative structure of these Centers or Institutes in consultation with their Faculty and appropriate other entities such as advisory committees. Departments, Centers, and Institutes are evaluated each year by the Dean.

Amendments:

The Constitution may be amended by a two-thirds majority of the voting CAS Faculty (with a majority of each School supporting the amendment), in a vote by an electronic ballot organized by the Dean's Office. Votes will be counted by the Dean or his Associates together with the Chair of the Faculty Council.

Procedure:

The manual of procedure for all Assemblies, Councils, and Committees shall be Robert's Rules of Order, Newly Revised. The quorums for meetings of these bodies are defined in the Bylaws.

THE BYLAWS

Article I. The Office of the Dean:

- a. The duties and responsibilities of the Dean and the Dean's administrative officers are described in this Constitution of the College of Arts and Sciences, and are defined by the Provost of the University of South Florida, at whose discretion the Dean serves.
- b. The Dean and the Dean's administrative colleagues shall solicit the opinions and advice of CAS Faculty in major decisions affecting the academic, financial, and material resources of CAS.
- c. The office of the Dean shall provide requisite administrative support to the Faculty Assembly, the Faculty Council, and the Standing Committees.
- d. The Chair of each Department shall be appointed by the Dean after the receipt of recommendations from the Department determined in accord with procedures developed and approved by the Department and the Dean. Chairs shall be appointed for stated terms that may be renewed under conditions promulgated by the Dean.
- e. The leader of each School, if any, shall be appointed by the Dean after the receipt of recommendations from the School determined in accord with procedures developed and approved by the School and the Dean. School leaders shall be appointed for stated terms that may be renewed under conditions promulgated by the Dean.
- f. The Dean shall establish a Council of Chairs consisting of the Chair of each of the Departments. It shall meet at least once per semester. The Chairs in each School shall elect their representatives to a Steering Committee in elections conducted by the Dean. The Steering Committee's membership shall be proportional among Schools based on their total number of Faculty. Depending on the number and size of the Schools, it may therefore consist of five to ten members. If a representative from professional programs is not elected, the Dean may appoint one as an additional member. The Steering Committee sets the agenda for the Council of Chairs and will seek to promote interaction and collegiality among the Schools.
- g. The Dean shall meet regularly with the Chair of each Department and will establish its budget. The concerns and issues of the units will be represented to the Dean at these meetings. School leaders (if a School has such) may make requests to the Dean but will not participate in the deliberations of the Dean's body that decides budgetary matters.

- h. The Dean will promote collaborative efforts across as well as within Schools. These efforts may include joint meetings, lecture series, colloquia, curricular development, research, and cluster hiring.

Article II. The Faculty Assembly:

a. Membership:

- 1. The voting membership of the Faculty Assembly shall consist of all full-time, tenured and tenure-earning Faculty², and all full-time continuing Instructors/Lecturers.

b. Powers and Functions:

- 1. The Faculty Assembly shall receive and consider reports from the Dean, the Faculty Council, and the Standing Committees. It shall receive petitions and requests from CAS Faculty. In its role as collective council for the Faculty as a whole, the Faculty Assembly shall be informed about, and monitor the activities of, the Faculty Council and the Office of the Dean on College-wide matters.
- 2. The Dean or the Dean's administrative associates may be censured by a two-thirds majority vote of the entire CAS Faculty following a Faculty Assembly meeting called by the Faculty Council for that purpose. Secret balloting by CAS Faculty shall be conducted by the Faculty Council, and the results and a recommended course of action shall be presented by the Council to the Dean and the Provost.

c. Meetings:

- 1. The Faculty Assembly shall meet at least once by the end of the Fall Semester and at least once by the close of the Spring Semester.
- 2. Meetings of the Faculty Assembly shall be called and presided over by the Chair of the Faculty Council or the Chair's delegate.
- 3. A quorum shall consist of those present at the meeting.

d. Agenda:

- 1. The Fall Semester agenda for the Faculty Assembly shall be prepared by the Dean in consultation with the Faculty Council. The agenda shall include a state of the College address by the Dean, with a written prospectus and budget summary for

² This may include Assistant, Associate and Full Professors, Graduate Research Professors, Distinguished Service Professors, and Eminent Scholars.

distribution, a report of the Faculty Council, reports of the activities of the Standing Committees, and an open period for questions, discussions, and referrals from the floor. Any member of the Faculty may submit resolutions to be adopted by the Faculty Assembly. Such resolutions will be placed on the agenda either with the consent of the Faculty Council, or with a majority vote of the Faculty attending the meeting.

2. The Spring Semester agenda for the Faculty Assembly shall be prepared by the Dean in consultation with the Faculty Council. The Agenda shall include a report from the Dean of achievements of the past year, a report of the Faculty Council, reports of the activities of the Standing Committees, a roster of the membership of the Faculty Council and Standing Committees of CAS for the following academic year, and a recognition of Faculty honors and awards.

Article III. The Faculty Council:

The Faculty Council provides a primary forum for the dialogue between CAS Faculty and the Office of the Dean. The Faculty Council shall include the Dean and those Faculty and staff members elected by CAS Faculty to represent them within the College.

a. Membership:

1. The Faculty Council shall consist of eleven elected members of non-chair continuing Faculty (both tenure[-line] Professors and permanent Instructors) of CAS. It shall include the Dean and the Associate and Assistant Deans, who will be non-voting.
2. One non-voting member shall be selected from the staff.

b. Method of Election:

Elections shall be held in the Spring Semester, prior to the meeting of the Faculty Assembly. Each eligible department may select one nominee for membership on the Faculty Council. No department shall have two representatives on the Faculty Council at the same time. From the list of nominees, representatives shall be elected to fill vacancies on the Faculty Council. The Faculty Council shall oversee a process to ensure appropriate proportional representation from each School. The Faculty Council shall conduct the election by providing electronic ballots to each voting member of the Faculty Assembly and shall tally the votes. One staff representative will also be selected at this time by CAS staff.

c. Terms of Office:

Faculty elected to the Faculty Council serve three-year terms. In the event that a sitting member of the Council is appointed Department Chair, the member shall retain his or her seat until the next regularly scheduled Council election. If any member of the Faculty Council resigns or is unable to complete his/her term, that term shall be completed by the eligible nominee receiving the next highest number of votes in the previous election. The selected staff member shall serve a two-year term.

d. Powers and Functions:

1. The Faculty Council advises the Dean on any matter of concern to CAS, including budget and policy. It addresses issues brought to it by the Dean and the Dean's representatives and raises issues for the Dean's consideration. It also receives petitions from Faculty and encourages Faculty suggestions. No fewer than two weeks prior to the Spring Faculty Assembly, the Council shall receive written reports from the CAS Standing Committees on their actions during the previous Fall and current Spring terms, which the Council shall discuss prior to the Spring Assembly. It may also advise the CAS Standing Committees, Faculty Committees within any of the administrative structures of CAS, and the whole Faculty on any matter of concern to CAS.
2. Each year, the Faculty Council shall elect a Chair and Deputy Chair from among its members.
3. The Faculty Council shall participate with the Dean in the selection of members for each of the Standing Committees. The Faculty Council shall also receive reports from the Dean in a timely fashion regarding the creation, composition, charge, and recommendations of ad-hoc Committees in CAS.
4. The Faculty Council shall prepare and administer the ballots for amendments to the Constitution and Bylaws.
5. The Faculty Council shall form an ad-hoc Committee to hear and make recommendations regarding grievances of Faculty, when those grievances involve issues that are not dealt with in the BOT/UFF Collective Bargaining Agreement.

e. Meetings:

1. The Faculty Council shall meet at least once every two months during the Fall and Spring semesters. Special meetings of the Faculty Council may be called by the Dean, the Chair of the Council, or three or more of its voting members.
2. The Faculty Council may call a meeting of the Faculty Assembly, including for the purpose of proposing censure of the Dean or the Dean's administrative associates.

3. A quorum of the Faculty Council shall consist of six voting members.

f. Agenda:

The agenda for the meetings of Faculty Council shall be prepared by its Chair in consultation with the Dean. It may include items requested by the voting members of the Faculty Council and from other Faculty.

Article IV. CAS Standing Committees:

CAS Standing Committees shall include the Computer Committee, the Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee, and the Instructor Promotion Committee.

a. Membership:

1. During the second semester of each academic year, Faculty vacancies on the various Standing Committees of CAS (except for Undergraduate, Graduate, and Promotion and Tenure) shall be filled by the Faculty Council and the Dean from a list of Faculty nominated by each Department. Each Department may nominate one of its members as a candidate for each Standing Committee, unless one of its Faculty is a continuing member of that Committee. Members of the Faculty Council are not eligible during their terms of service on that body. The Council shall submit to the Dean a list containing the names of three more individuals than are required to fill all vacancies on each of the Standing Committees. The nominees selected by the Dean shall be submitted to the Council for final approval. Each Committee should have appropriate proportional representation from each School.
2. Student vacancies on Standing Committees shall be filled by the Faculty Council and the Dean from a list submitted by each Department. Each department/program may nominate one graduate and/or undergraduate student as appropriate for consideration for student representation. The Council and the Dean shall make student appointments from the pool submitted.
3. Each Faculty member appointed to a Standing Committee shall serve a two-year term. If a member is unable to complete his/her term, the Dean shall consult with the Faculty Council about selecting a Faculty member to complete that term. Staff members shall serve a two-year term. Members from the graduate and undergraduate student bodies shall serve a one-year term and are eligible to serve a successive term.

b. Powers and Functions:

1. Each Standing Committee shall advise the Dean and the Faculty Council in the area of activity it represents. Each Committee shall establish its own written operating procedures and choose its own Chair. All operating procedures, policies, evaluative criteria, and governance documents developed by Standing Committees shall be submitted to the Dean through the Faculty Council for approval. No fewer than two weeks before the Spring Faculty Assembly, each Standing Committee's Chair shall submit to the Faculty Council a written report on the Committee's actions during the previous Fall and current Spring terms.
2. **Computer Committee.** This Committee consists of one Faculty member from each department, as well as two staff members, two graduate students, and one undergraduate student. It shall make recommendations to the Dean and to other appropriate individuals or bodies relevant to use of computers in instruction, research and administration.
3. **Grievance Committee.** This Committee consists of nine Faculty members and five undergraduate student members. It will hear undergraduate student grievances that rise above the Department level.
4. **Diversity Committee.** This committee consists of five Faculty members, one Dean's office staff representative, one undergraduate student, and one graduate student. It shall advise the Dean and the Faculty Council concerning diversity in the composition of the programs and personnel of all units within CAS.
5. **Faculty Development Committee.** This Committee consists of twelve Faculty members and one staff member. It makes recommendations regarding any honors or awards that the College shall grant either to its Faculty or its students. It may also, when appropriate, make recommendations to the University Honors and Awards Council. The Committee shall also promote and act as an advocate for Faculty development interests and needs in CAS. It shall respond to requests from the Dean and the Faculty Council, and develop recommendations for the Dean, Faculty Council, Chairs, Faculty Senate, and/or other constituencies on any areas relevant to the professional lives of Faculty. These areas may include resources for promoting quality research and teaching, opportunities for professional development, salary structure, mentoring, promotion and tenure, individual and family support for parental leave, child care and related matters, and Faculty morale and well-being in general.
6. **Core Facilities Committee.** This Committee consists of one Faculty member from each department with core facilities. It makes recommendations regarding the development and maintenance of an effective research infrastructure, particularly with regard to major shared equipment, laboratories, instrumentation and technical staff.

7. **Library Committee.** This Committee consists of five Faculty members, one graduate student and one undergraduate student. It will be in dialogue with the USF University Librarians and their staff to discuss university library resources, including information and other technology resources, and policies governing their use. It consults with and advises University Librarians and their staff on priorities in terms of acquisitions and maintenance of collections.
8. **Undergraduate Committee.** Each School Undergraduate Committee will select three of their Faculty members to serve on the College Committee. The College Committee will meet, discuss, and vote on courses proposals involving Departments from multiple Schools, new certificate and degree proposals, and substantive changes in undergraduate-program or College requirements. The College Committee shall make recommendations to the University Undergraduate Council regarding action on such proposals. The College Committee will operate on a consent agenda of motions from the School Committees in the case of courses not involving Departments from multiple schools, which agenda may be handled by virtual meeting. A College-Committee member may request that an item be moved from the consent agenda to the regular agenda. The Committee may, if it chooses, return proposals to Departments or Programs with suggestions for revision. It may establish and revise criteria for the appointment of adjunct Faculty. It may also encourage and plan networking opportunities among various Departments. Finally, it shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to undergraduate education in the College.
9. **Graduate Committee.** Each School Graduate Committee will select three of their Faculty members to serve on the College Committee. The College Committee will meet, discuss, and vote on courses involving departments from multiple Schools, new certificate and degree proposals, and substantive changes in graduate-program or College requirements. The College Committee shall make recommendations to the University Graduate Council regarding action on such proposals. The College Committee will operate on a consent agenda of motions from the School Committees in the case of courses not involving Departments from multiple schools, which agenda may be handled by virtual meeting. A College-Committee member may request that an item be moved from the consent agenda to the regular agenda. The committee may, if it chooses, return proposals to Departments or Programs with suggestions for revision. It shall make recommendations to the University Graduate Council regarding the credentialing of graduate Faculty in CAS. It may establish and revise criteria for the appointment of adjunct Faculty. It may also encourage and plan networking opportunities among various departments. Finally, it shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to graduate education in the College.

10. **Tenure and Promotion Committee.** Each School Tenure and Promotion Committee, comprised of tenured Faculty, will select two of their number (including at least one Full Professor), and one tenured Faculty member in their School who is not serving on the School Tenure and Promotion Committee, to serve on the College Committee. The College Committee shall make recommendations to the Dean regarding all College candidates both for mid-tenure review and for tenure and/or promotion. The Dean shall convene School and College Committees' initial meetings at a time early enough for them to complete their work prior to the Dean's recommendations to the Provost. They shall review candidates' vitae and references, Chair and Departmental recommendations, and all other relevant materials. Recommendations shall be made on the basis of the College's criteria for tenure and promotion. The College Committee will operate on a consent agenda of motions from the School Committees in the case of candidates approved by the Department Committee, Department Chair, and School Committee. A College-Committee member may introduce a motion for a case to be moved from the consent agenda to the regular agenda. If after discussion the motion is accepted by a majority vote on the College Committee, the case will be moved from the consent agenda to the regular agenda.

The College Committee will discuss and vote on all denials and all cases in which either the Department Committee, Department Chair, or School Committee has declined approval.

With the advice and consent of their Department Chair, candidates may request to be considered by a School Committee other than the one in which their Department is located. This request must be made to the Dean prior to the semester during which the candidate will be considered.

With the advice and consent of their Department Chair, candidates may request to be considered by an ad-hoc Committee with equal membership from two Schools, if these candidates engage in interdisciplinary research and/or teaching in fields grouped in two different Schools. This request must be made to the Dean prior to the semester during which the candidate will be considered.

11. **Instructor Promotion Committee.** This Committee consists of seven tenured or tenure-earning Faculty or continuing second- or third-level Instructors, of whom two will be members from the School of Natural Sciences and Mathematics, two from the School of Social Sciences, two from the School of Humanities, and one from the Professional Departments. The Committee shall make recommendations to the Dean regarding candidates who are eligible for promotion under the guidelines for the Career Path for Instructors (both instructional and non-instructional). The Committee shall review candidates' application materials, and their Departmental and Chair's recommendations. The Committee shall make recommendations to the Dean according to the College's criteria for promotion of Non-Tenure Instructors. The Committee's initial meeting shall be convened by the Dean at a time that allows

it sufficient time to complete its work before the Dean makes his recommendations to the Provost.

c. Meetings:

1. The previous chair of each Standing Committee shall assume responsibility for convening the Committee for its first meeting of the new academic year. Subsequent meetings shall be called by the new Chair as necessary to carry out the Committee's functions. Members of each Committee, members of the Faculty Assembly, or the Dean may request that the Chair of a given Standing Committee call meetings to discuss specific issues.
2. Each committee shall elect its own Chair at the initial meeting of each academic year.
3. The Chair of each Standing Committee shall ensure that proper minutes are kept of the Committee's actions and shall be responsible for preparing reports of committee actions to the Dean, the Faculty Council, and the Faculty Assembly.
4. A quorum of a simple majority shall be required to conduct the business of Standing Committees.

d. Agenda:

The agenda for each Standing Committee shall be set by its Chair. The Dean as well as members of the committee and the Faculty Council may request that items be added to the agenda.

Amendments:

The Bylaws may be amended by a simple majority of the voters of the Faculty Assembly (with at least a majority of each School) voting by electronic ballot.