Article I  The Faculty

A. Membership

1. The voting membership of the Faculty (hereafter referred to as the Faculty) shall consist of: all full-time tenured and tenure-earning Assistant/Associate/Full Professors; all full-time Instructors; and all full-time Research Assistant/Associate Professors. The Faculty shall include members with at least 50% of their appointment administered by the School and members with at least 50% of their salary administered by the School.

2. The Faculty shall have full voting rights except as specified elsewhere in this Article.

3. Faculty on sabbatical or leave from the School shall retain voting privileges on: the election of the Chair; the removal of the Chair; amendments to the governance document; if tenured and of suitable rank, on tenure and promotion decisions; and, on other issues, if present at a regular or special Faculty Meeting.

4. Non-voting membership of the Faculty (hereafter referred to as the non-voting Faculty) shall be extended to: Adjunct, Visiting, Courtesy Faculty, and Postdoctoral Researchers.

B. Faculty Meetings

1. The Chair shall convene Faculty Meetings at least two times each Fall and Spring semester. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agendas may still be raised during these meetings.

2. The Chair shall call a special Faculty Meeting upon request by the Faculty Advisory Committee (FAC) or any of the School’s Standing Committees. Individual Faculty can request such a meeting by making a request to the FAC or any of the School’s Standing Committees. These committees will consider the request in terms of the matter’s urgency and the timing of regularly scheduled Faculty Meetings. Special Faculty Meetings must be scheduled within two weeks of such requests. The agenda for these meetings will be circulated to the Faculty at least one week in advance of the scheduled meeting. Items not on the initial agendas may still be raised during these meetings.

3. Faculty Meetings may be attended by all Faculty, all non-voting members of the Faculty, and up to two doctoral graduate students formally selected by the graduate students to serve as representatives.

C. New Recruitment

1. The School shall develop and maintain a non-binding hiring plan to provide guidance for all discussions regarding recruitment and retention.

2. To initiate the search process for the hiring of a permanent Faculty member, the Chair will convene a Faculty Meeting for discussion and input regarding the scope of the search.

3. The Chair will nominate a Chair of the Search Committee from the tenured or tenure-earning Faculty for approval by the Faculty. The Chair, in consultation with the Chair of the Search Committee, will then form a five-person committee consisting of the Chair of Search Committee
and at least four additional Faculty members whose research and/or teaching interests are broadly in line with the scope of the search.

4. The Chair will delineate the scope of the search for the Search Committee based on the discussion during the Faculty Meeting and on guidelines provided by the College or University. The Search Committee will write the announcement and work with the Chair and the College and/or University to advertise the position in the proper forums. The search procedure shall follow all College and University guidelines appropriate to conducting the search.

5. Application materials for all applicants shall be made available to all members of the Faculty during the progress of the search. The Search Committee will screen all candidates, seek Faculty input in oral or written form, and develop a short list of the candidates for approval by the Faculty and College. The Search Committee will work with the Chair and the College in arranging candidate interviews.

6. After the conclusion of the interviews, a Faculty Meeting will be held to discuss the interviewed candidates. The Search Committee will summarize their findings and recommend which candidate to which an offer should be made and which candidate(s) should be dropped from further consideration. The Faculty will then debate the recommendations and may either approve or change the recommendations by a simple majority vote. Votes may be cast in person, by a proxy if the proxy is so designated by the principal in writing, or in writing.

7. The Chair will submit his/her recommendation, along with a record of the Faculty recommendation to the Dean. The Faculty will also receive a copy of this recommendation.

D. Duties

1. In addition to specific assigned duties, the Faculty will:

   a) as appropriate and expected of rank, meet basic responsibilities in connection with teaching, including but not limited to: holding classes during the prescribed day and time, preparing appropriate learning activities and assessments, maintaining regular office hours, responding to students in a timely manner, and supervising and serving on graduate student committees;

   b) as appropriate and expected of rank, meet basic responsibilities in connection with research, including but not limited to: seeking and securing external funding, presenting findings at professional conferences, publishing findings in peer-reviewed journals or books, and maintaining the highest ethical standards;

   c) as appropriate and expected of rank, meet basic responsibilities in connection with service, including but not limited to: attending and participating in Faculty Meetings and being available to serve on School, College, and/or University committees;

   d) be available and responsive to colleagues and students; and

   e) Be collegial and respectful when dealing with colleagues, staff, and students.

Article II The Chair/Director
A. Introduction

1. The Chair and Director (throughout this document: Chair) is the chief administrator of the School. In this capacity, the Chair provides leadership and directs the administration of the School’s teaching, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College and University. The Chair advocates the School’s needs and promotes policies that would advance the School, College, and University. The Chair shall also represent the School outside the University.

B. Selection

1. The Chair is named by the Dean, with input from the Faculty vote. The Chair must be a tenured Faculty member of the School.

2. When the Chair’s position becomes vacant or a vacancy is imminent, the Faculty shall express to the Dean their preference for an internal or external search by voting in a Faculty Meeting called for that purpose. Votes may be cast in person, by a proxy if the proxy is so designated by the principal in writing, or in writing. The Chair of the FAC shall chair this meeting and forward the results of the vote to the Dean who will then decide on whether an internal or external search will be conducted.

   a) Procedure for Internal Search: All tenured Faculty are eligible to be Chair (subject to appropriate state guidelines on nepotism). The FAC will accept nominations for interested internal candidates and shall present the list of candidates to the Faculty at a Faculty Meeting called for this purpose. With the approval of the Faculty, the FAC may establish a vetting process for interested candidates. Voting shall be by secret ballot and shall be administered by the FAC. The FAC will provide the names of the candidates and a record of the Faculty vote to the Dean.

   b) Procedure for External Search: A Search Committee shall be formed of five Faculty members elected by the Faculty and one additional member appointed by the Dean. The election shall be administered by the FAC. The Search Committee shall elect its own Chair. The Search Committee shall advertise the position in consultation with the Faculty and with the approval of the Dean. Application materials for all applicants shall be made available for Faculty review during the progress of the search. Eligible internal candidates may also apply. The Search Committee will screen all candidates, seek Faculty input in oral or written form, and develop a short list of the candidates for approval by the Faculty and the Dean. The Search Committee will work with the Dean in arranging candidate interviews. The Search Committee will follow all applicable College and University recruiting guidelines. After the conclusion of the interviews, a Faculty Meeting will be held to discuss the interviewed candidates. The Search Committee will summarize their findings and recommend which candidate to which an offer should be made and which candidate(s) should be dropped from further consideration. The Faculty will then debate the recommendations and may either approve or change the recommendations by a simple majority vote. Votes may be cast in person, by a proxy if the proxy is so designated by the principal in writing, or in writing. The Chair of the Search Committee will then forward the final Faculty recommendations to the Dean.
3. If the Dean decides not to select any of the candidates presented to him/her from either the internal or the external search, he/she will appoint an Interim Chair in consultation with the Faculty and reopen the search.

4. If the Chair is temporarily unable to serve for an extended period, not to exceed one semester or three months, the Associate Chair will become Acting Chair for that period. For a longer period of absence, the Dean may reappoint the Acting Chair for an additional three months, or appoint a different Acting Chair for the same period.

5. If the Chair's position becomes vacant, the Dean shall appoint an Interim Chair in consultation with the Faculty for a period not to exceed one year.

C. Term of Office

1. The term of office for a Chair shall be four years.

2. There is no maximum number of terms, consecutive or otherwise, that an individual Faculty member can serve as Chair. Should a Chair seek re-election, procedures shall be as outlined in Article II, Part B, above.

D. Evaluation of Chair

1. The Faculty Evaluation Committee (FEC) will evaluate the Chair each year as part of the annual review.

2. The Faculty may call for an evaluation of the Chair at any time by submitting a petition signed by one-third of the tenured and tenure-earning Faculty to the FAC. The FAC will protect the confidentiality of the signers, notify the Chair of the coming evaluation, and forward the petition to the Dean. The evaluation, which will be administered by the FAC, shall consist of statements of approval/disapproval and written comments. The results of the evaluation will be forwarded to the Chair and the Dean. Such evaluations may result in the Faculty recommending to the Dean that the Chair be removed, as outlined in Part F. of this Article, below.

E. Duties

1. In addition to the general administration of the school, the Chair will:

   a) appoint the Associate Chair, in consultation with the Dean;

   b) appoint Graduate and Undergraduate Program Directors, in consultation with the Associate Chair and the FAC;

   c) assign instructional duties, in consultation with Faculty and the Associate Chair;

   d) perform annual evaluations of each Faculty member;

   e) make recommendations to the Dean on Faculty salary increases, after considering annual Faculty evaluations by the FEC, and discuss individual recommendations with respective Faculty members;
f) negotiate salaries and terms for new Faculty members;

g) obtain commitments from the College for new Faculty, staff, and other resources;

h) transmit College and University guidelines to the Faculty as soon as possible upon receipt of such information by the School;

i) prepare and transmit School recommendations on promotion and tenure, in consultation with the FEC;

j) supervise and evaluate School staff, in consultation with the Associate Chair, the FEC, and the Chairs of the Standing Committees;

k) allocate all School funds, space and staff services;

l) coordinate external reviews of the School;

m) make appointments to School, College, and University committees in consultation with the Associate Chair and the FAC, and where the Chair shall seek broad representation of the interests and experience of the Faculty, consistent with the purpose for which the committees are established;

n) nominate ad hoc committees in consultation with the Associate Chair, the FAC, or the faculty;

o) foster the development of each Faculty member’s academic talents and interests;

p) foster good teaching in the School;

q) propose school goals and coordinate strategic planning in the School; and

r) promote and publicize the academic mission and programs of the School.

2. The Chair shall seek the advice of the Associate Chair and the Faculty as appropriate in major decisions affecting the instructional, financial, and material resources of the school.

3. The Chair shall present to the Faculty for discussion, on an annual basis, the expenditures for the previous year as well as the current budget proposed to the Administration. The final budget approved by the Administration shall be distributed to the Faculty. In addition, all major expenditures as shall occur from time to time shall be reported to the Faculty.

F. Removal

1. The Faculty may recommend to the Dean the removal of the Chair. Individual Faculty can request removal by making a request to the FAC. The FAC will deliberate the request and decide if the request should be put to a vote of the Faculty. Voting shall be by secret ballot and shall be administered by the FAC. Results of the vote shall be forwarded by the FAC to the Dean.

Article III The Associate Chair/Director
A. Introduction

1. The Associate Chair/Director (throughout this document: Associate Chair) plays a supporting role to the Chair. The Associate Chair may represent the Chair externally when the Chair has scheduling conflicts and also assumes the day-to-day responsibilities of the Chair when the Chair is unavailable for short periods of time, such as those required by normal travel. The Associate Chair takes the leading role in course scheduling, curriculum and program matters, and student issues.

B. Selection and Term of Office

1. The Associate Chair is appointed by the Chair, in consultation with the Dean, no later than one month after the Chair is appointed.

2. The Associate Chair shall have a majority of their structured course teaching in the program which is not the same as the majority of the structured course teaching of the Chair. (Throughout this document, the Geography and Environmental Science & Policy programs are considered one program and the Geology programs the other.) This clause will sunset three years after adoption, but can be reauthorized by Amendment, as described in Article IX, below.

3. The term of office for the Associate Chair shall be two years, with an automatic renewal for an additional two years at the discretion of the Chair if the Associate Chair is willing to continue. The Associate Chair will be eligible for additional terms if selected by a new, or continuing, Chair.

4. If the Chair steps down or is removed during their term of office, the term of office of the Associate Chair will also end, unless the Associate Chair is reappointed by a new Chair, including Acting and Interim Chairs.

5. If the Associate Chair becomes an Acting or Interim Chair, she/he will appoint a new Acting or Interim Associate Chair.

C. Evaluation of Associate Chair

1. The Chair will evaluate the Associate Chair each year as part of the annual review.

2. The FEC will evaluate the Associate Chair each year as part of the annual review.

D. Duties

1. The Associate Chair will:
   a) assume such responsibilities and duties of the Chair, as University regulations allow, when the Chair is unavailable to undertake such responsibilities or duties;
   b) supervise all course scheduling;
   c) oversee and coordinate all curriculum and program matters, serving as the Chair of the Graduate and Undergraduate Committees;
   d) handle undergraduate and graduate student issues, in consultation with the Chair; and
e) oversee the timely submission and review of all School programmatic assessment data, in close cooperation with the Graduate and Undergraduate Committees.

E. Removal

1. The Associate Chair may be removed by the Chair.

2. The Faculty may recommend to the Chair the removal of the Associate Chair. Individual Faculty can request removal by making a request to the FAC. The FAC will deliberate the request and decide if the request should be put to a vote of the Faculty. Voting shall be by secret ballot and shall be administered by the FAC. Results of the vote shall be forwarded by the FAC to the Chair.

Article IV  The Faculty Advisory Committee

A. Membership/Selection

1. The FAC shall consist of five tenured Faculty, at least two each at the rank of Associate and Full Professor.

2. The FAC shall not consist of more than three Faculty from any one of the School’s programs. This clause will sunset three years after adoption, but can be reauthorized by Amendment, as described in Article IX, below.

3. The Chair and the Associate Chair shall not be eligible for the FAC.

4. Faculty on sabbatical or leave will not be eligible to serve on the FAC for the term of the sabbatical or leave. FAC members taking sabbatical or leave will be replaced on the FAC for the terms of their leave. Such replacement will be by a vote administered by the FAC, as described below.

5. Members of the FAC shall be elected by the Faculty to serve for terms of three years. Terms shall be staggered so there is at least one opening each year. The means by which this staggering is established when the FAC is initially constituted shall be at the discretion of the FAC.

6. Annual elections shall be administered by the FAC before the end of each spring semester. Annual elections will begin with a call to the Faculty for nominations, including self-nominations. Once candidates are identified, Faculty shall vote by secret ballot. Ties shall be broken by the sitting Chair of the FAC.

7. Terms shall be on a yearly basis, beginning in August and ending three years later in July.

8. The FAC shall elect from its membership a Chair to serve during the upcoming year. At his/her request, the Chair of the FAC may be relieved of any other School-level service and/or administrative duties.

9. If a member of the FAC is unable to complete his/her term, then a special election shall be held and a new member shall be elected by the Faculty to serve for the remainder of the departing member’s term following the procedures outlined for a normal vote.
B. Duties

1. The FAC shall meet to discuss and make recommendations on matters requested by the Chair and to discuss and make recommendations on matters that have been specifically brought to the attention of the FAC by the Faculty.

2. The FAC also may meet to advise the Chair on any aspect of School administration, including governance and policy, recruitment and retention, assigned duties, budget allocations, and future planning.

3. If necessary and in the course of the previously listed duties, the FAC may call for Faculty meetings through the Chair.

Article V The Faculty Evaluation Committee

A. Membership/Selection

1. The FEC shall consist of the FAC and a sufficient number of additional Faculty to comprise at least 25% of the total Faculty. At least one member shall come from each rank of the Faculty, as specified in Article I, Part A, above.

2. The Chair and the Associate Chair shall not be eligible for the FEC.

3. Faculty on sabbatical or leave will not be eligible for the FEC.

4. Members of the FEC shall be elected by the Faculty to serve for terms of three years. Terms shall be staggered so there is at least one opening each year. The means by which this staggering is established when the FEC is initially constituted shall be at the discretion of the FAC.

5. Annual elections shall be administered by the FAC before the end of each spring semester. Annual elections will begin with a call to the Faculty for nominations, including self-nominations. Once candidates are identified, Faculty will vote by secret ballot.

6. Terms shall be on an academic year basis, beginning in August and ending three years later in May.

7. The Chair of the FAC shall also serve as the Chair of the FEC.

8. If a member of the FEC is unable to complete his/her term, then a special election shall be held and a new member shall be elected by the faculty to serve for the remainder of the departing member’s term following the procedures outlined for a normal vote.

B. Duties

1. The FEC shall, independent of the Chair, conduct annual reviews of the faculty and conduct annual evaluations of the Chair and Associate Chair. Evaluations and recommendations shall follow all relevant School, College, and University guidelines.
2. All members of the FEC may play roles in deliberations and letter writing. However, the assignment of performance categories (i.e., outstanding, strong, etc.) shall only be based upon a vote by members of the FEC equal to or above the rank of the evaluatee.

3. Evaluations and recommendations shall be transmitted to the Dean by way of the Chair.

4. The FEC shall not conduct tenure and promotion reviews. All such reviews will be conducted by committees specially formed for such purposes and guided by procedures outlined in a separate School document, consistent with all College and University guidelines.

Article VI The Standing Committees

A. Introduction

1. The Standing Committees shall be: (a) The Graduate Committee, (b) The Undergraduate Committee, and (c) The Research and Educational Facilities Committee.

2. Standing Committees shall be annually appointed by the Chair in consultation with the Associate Chair and the FAC, and with the agreement of those selected to serve.

B. The Graduate Committee

1. The Graduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.

2. The Associate Chair shall be the Chair of the Graduate Committee.

3. There shall be two Graduate Program Directors, one for each of the two program areas in the School. The Graduate Program Directors will be appointed by the Chair, who will select from the tenured or tenure-earning Faculty with the majority of their structured course teaching within each program.

4. Each subcommittee will consist of a Graduate Program Director, who will serve as the Chair of the subcommittee, and a total of at least four additional tenured or tenure-earning Faculty, at least three of whom having the majority of their structured course teaching in the program represented by the subcommittee. At the Chair’s discretion, Research Assistant/Associate Professors and Instructors may also be selected to serve as additional members.

   a) The Geology Program subcommittee will include at least one member of the Professional Science Masters Program Oversight Committee, who meets the criteria in Article VI, Part B4, above.

5. The Graduate Committee will meet as a whole at least two times in each of the Fall and Spring semesters, and more frequently if determined by the Chair of the Graduate Committee.

6. The Graduate Committee, and its constituent subcommittees, will:

   a) review graduate curriculum and recommend revisions;
b) receive, review, and recommend any changes to all graduate course proposals and revisions;

c) develop and implement a program for advertising and promoting the graduate programs;

d) act on all graduate student applications;

e) review applications for and recommend appointments to graduate assistantships;

f) review all applications for and make recommendations for College and University fellowships;

g) take responsibility for updating the graduate handbook and making sure all new program policies are updated on the School website;

h) as necessary, review credentialing of Faculty who may teach graduate courses or advise graduate students; and

i) compile and review graduate assessment data and degree productivity data in consideration of program improvement, as per University accrediting requirements.

C. The Undergraduate Committee

1. The Undergraduate Committee shall be a single committee composed of two subcommittees, one for each of the two program areas within the School.

2. The Associate Chair shall be the Chair of the Undergraduate Committee.

3. There shall be two Undergraduate Program Directors, one for each of the two program areas in the School. The Undergraduate Program Directors will be appointed by the Chair, who will select from the Faculty with the majority of their structured course teaching within each program.

4. Each subcommittee will consist of an Undergraduate Program Director, who will serve as the Chair of the subcommittee, and a total of at least four additional Faculty of any rank, at least three of whom having the majority of their structured course teaching in the program represented by the subcommittee.

5. The Undergraduate Committee will meet as a whole at least two times in each of the Fall and Spring semesters, and more frequently if determined by the Chair of the Undergraduate Committee.

6. The Undergraduate Committee, and its constituent subcommittees, will:

   a) review undergraduate curriculum and recommend revisions;

   b) receive, review, and recommend any changes, to all undergraduate course proposals and revisions;

   c) develop and implement a program for advertising and promoting the undergraduate programs;
d) recommend procedures for conducting and supervising undergraduate advising, and coordinating with the College Advising Center;

e) as necessary, review credentialing of Faculty who may teach undergraduate courses; and

f) compile and review undergraduate assessment data and degree productivity data in consideration of program improvement, as per University accrediting requirements.

D. Research and Educational Facilities Committee

1. The Research and Educational Facilities Committee will be composed of representative faculty from each of the recognized research and educational facilities within the School.

2. The Chair shall be an ex-officio member of the Research and Educational Facilities Committee.

3. A representative of the FAC, to be identified by the FAC, shall be an ex-officio member of the Research and Educational Facilities Committee. This member may also serve as the representative of one of the recognized facilities.

4. The Research and Educational Facilities Committee shall elect from its membership a Chair to serve during the upcoming academic year.

5. The Research and Educational Facilities Committee will identify from its membership individuals to serve on School- and College-level core facilities oversight committees, as appropriate.

6. The Research and Educational Facilities Committee will meet as a whole at least two times in the Fall and Spring semesters, and more frequently if determined by the Chair of the Research and Educational Facilities Committee.

7. The Research and Educational Facilities Committee will:

   a) review and make recommendations regarding issues and concerns related to the ongoing activities of School research and educational facilities, including issues of access, finance, and sustainability;

   b) as appropriate, add or remove recognized facilities from the School list of same;

   c) respond to facilities-related issues identified by the Chair, the Schools of Natural Sciences and Mathematics and Social Sciences, the College of Arts and Sciences, or the University; and

   d) respond, as it deems appropriate, to facilities-related issues raised by School of Geosciences faculty.

Article VII  Ad Hoc Committees

A. The Chair may appoint ad hoc committees in consultation with the FAC or the Faculty as the need arises.
Article VIII    Procedure

A.  The arbiter of procedure for all Faculty and Committee meetings shall be Robert's Rules of Order.  A quorum of a simple majority of the Faculty shall be required to conduct the business of all Faculty and Committee meetings, unless otherwise stated in this document.

B.  Minutes shall be taken at all Faculty Meetings.  The Chair shall designate the person(s) to take the minutes.  The minutes shall be distributed to the Faculty in a timely manner and approved as the first order of business at the next meeting.

C.  Details of actions on confidential personnel matters shall not be included in the minutes.  The approved minutes shall be kept as a permanent record in the Department Office.  Minutes may be distributed electronically provided a source file is on record.

Article IX    Amendments

A.  This governance document may be amended by a two-thirds majority vote of the Faculty at any regular meeting of the School provided that the specific amendment in writing shall have been distributed at a Faculty Meeting at least two weeks earlier.  Amendments may be proposed by the Chair, the Associate Chair, or any other member of the Faculty.  Votes may be cast in person, by a proxy if the proxy is so designated by the principal in writing, or in writing.

Article X    Consistency with Laws and Regulations

A.  The preceding statements 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 Regents, the Regulations of the University of South Florida, or the regulations of the College of Arts and Sciences.