SCHOOL OF INFORMATION

STATEMENT ON GOVERNANCE

The School of Information (SI) is a departmental unit in the College of Arts and Sciences. The chief administrative officer is a Director (equivalent to department chair) who reports to the Dean of the College of Arts and Sciences. The School offers two degrees: a Master of Arts in Library and Information Science (MLIS) and a Bachelor of Science in Information Studies (BSIS). A number of certificate programs are also offered. The master’s program is accredited by the American Library Association.

The School employs both tenure-track and non-tenure track faculty, supplemented by adjunct faculty. Courses are offered at approved off-campus sites and at a distance through the use of appropriate technologies and courseware.

At USF, the Faculty participate in shared governance in conjunction with the administration of the University. Shared governance is both a concept and an operational model. As a concept it envisions a collegial partnership in the governance and administration of the academic mission of the university. Academic policies for admissions, standards, curricula, and faculty development through promotion and tenure processes devolve to the Faculty. The Faculty also partners in long range planning and assessment of programs and student progress. This governance document delineates the roles and responsibilities of the Faculty and the Director of SI under the shared governance model.

I. Faculty Council

The Faculty Council is the entity through which the Faculty participates in the shared governance of SI. The Faculty Council is advisory to the Director and is the formal mechanism of input to the Director. It is the role of the Faculty to set policy with respect to academic standards, admissions, development of curricula and revision of such. Tenured faculty members have the responsibility of mentoring and assisting in the development of tenure-track faculty. Policies and processes for these responsibilities are developed in conjunction and cooperation with the Director of the School.

A. Membership

The membership of Faculty Council is composed of all voting faculty members as defined in the CAS by-laws, Article 1.a.1. Only faculty members thereby defined are members of Faculty Council and have voting rights in the School. Unless otherwise specified, in this document the terms "Faculty" and "Faculty member" connote persons so defined. Graduate faculty are defined and credentialed by the Faculty Council in accordance with Graduate School guidelines and policies.

Visiting, adjunct and courtesy faculty are not Faculty Council members but may serve on standing and ad hoc committees of the Faculty Council and the School.

B. Officers
The Council shall elect a chair and a secretary for one year terms. Meetings are called by the Chair of the Faculty Council.

C. Meetings

Meetings of the Faculty Council will be convened at least two times during the fall and spring semesters for the purposes of conducting Faculty Council business.

D. Responsibilities of Faculty Council

1. Appointment of the Director

Selection. The Director is recommended for appointment to the Dean of Arts and Sciences by the Faculty Council. The recommendation normally occurs early in the Fall Semester of the year preceding the academic year in which the appointment is to take effect. Recommendation is via simple majority vote of the faculty of the School. (For this, or any faculty or any personnel related matter referenced from here forward, any faculty member may request a secret ballot).

Eligibility. The faculty may decide to recommend a Director from among current faculty or to conduct a national search (with the approval of the Dean of Arts and Sciences) in accordance with standard USF procedures.

Term of Office. The usual term of office is four years set by the Dean. The Director may be recommended for additional terms with the number of years set by a simple majority vote of the faculty of the School.

Removal from Office. The faculty may recommend the removal of the Director prior to the expiration of a normal term by a two-thirds majority of the faculty of the School.

2. Selection of the School's Faculty.

Faculty participate in the selection of School faculty through service on search committees and through voting on suitable candidates for vacant positions. Input from the faculty is advisory to the Director who makes recommendations to the Dean of CAS.

Recommendation to the Director for appointments to the faculty, including visiting faculty appointments, requires a simple majority vote of the faculty of the School.

Input on hiring adjuncts for courses is through credentialing by the Faculty Affairs Committee.

Courtesy faculty appointments may be recommended by a majority vote of the faculty.

3. Committees of Faculty Council

All members of the faculty are eligible to serve on and chair Faculty Council committees. Each committee, with the exception of Faculty Affairs, should have student representatives. Visiting
and adjunct faculty, as well as alumni or other interested practitioners, are also eligible to serve on Faculty Council committees and sub-committees, but are not voting members.

- **Faculty Affairs**: The Faculty Affairs committee is charged with the selection and development of the School’s faculty, including the credentialing of affiliate or adjunct faculty, in conjunction with the Director. Annual reviews of faculty are conducted by the Faculty Affairs committee. Responsibility for maintaining this governance document also resides with the Faculty Affairs committee. The Faculty Affairs committee includes sub-committees for faculty searches, for third-year reviews and for promotion and tenure. Only tenured faculty may review tenure-track/tenured faculty, participate in annual reviews, mid-term reviews, and tenure and/or promotion cases. Non-tenured or non-tenure track faculty may only review each other.

- **Admissions, Standards, and Honors**: The ASH committee is charged with setting and reviewing admissions standards. The committee oversees the international LIS honor society, Beta Phi Mu and the awarding of the School’s scholarships. The ASH committee is also charged with the administration of the comprehensive exam which involves organizing, selecting questions, grading and dissemination of results.

- **Curriculum and Program Development**: The CPD committee is charged with reviewing new course proposals, revising curriculum, leading development of new programs and degrees, and assisting in course scheduling.

4. **Advisory Board**

The MLIS program has an advisory board comprised of distinguished leaders in the field. Advisory Board members are appointed by the Director upon the recommendation of MLIS Graduate Faculty.

5. **Policy documents**

Faculty Council is the body responsible for the SLIS Governance Document. Changes to this document must be approved by at least a 2/3 vote of the Faculty. Faculty Council is also responsible for the generation and revision of documents central to the responsibilities and charges of Faculty Council committees, which include:

- Tenure and Promotion guidelines
- Instructor Promotion guidelines
- Guidelines for faculty workload, annual reviews, and merit salary increases
- Grievance procedures

II. **Administration of the School**

The School of Information is administered by a Director who is a tenured faculty member and the chief administrative officer of the School. The Director is responsible to the Faculty of the School and the Dean of the CAS for the conduct of school affairs.

A. **Appointment of the Director**—see I. D. 1.above

B. **Responsibilities of the Director**
The Director is charged with insuring the effective operation of the School and its activities through implementing the policies established by the University, the College, and the School Faculty, and through providing an organizational structure with staff appropriate to the tasks.

1. Responsibilities with respect to the Faculty

- To assign Faculty duties in collaboration with the Faculty member in accordance with University, College and School policies and in accordance with CBA 9.3-9.5.
- To report to the Faculty Council on the affairs and business of the School and to make such recommendations to the Faculty as the Director shall deem appropriate to the efficient and effective operation of the School.

2. Responsibilities with respect to the School

- **Program development.** The Director is responsible for the development and oversight of degree programs in cooperation with the Faculty.
- The Director is responsible for overseeing the preparation of required reports to the ALA Committee on Accreditation.
- The Director is responsible for development and fund raising activities as appropriate, including working with the SLIS Alumni Society.
- The Director is responsible for communication with the MLIS Advisory Board.
- The Director functions as the official representative of the School and the Faculty, both within the University and externally (such as the American Library Association, ASIST, Florida Library Association, Florida Association for Media Education).
- The Director is responsible for the School’s budget and expenditure of funds.
- The Director is responsible for distance education, including any distance sites, liaison with distance site local adjunct faculty, site selection and procurement, and other related duties.
- The Director conducts annual performance reviews of Faculty in addition to the peer reviews of the Faculty Affairs committee. The Director also is responsible for reviews of the staff of the School.
- The Director, in consultation with the Faculty Council, appoints the Standing committees of the School. Membership on School committees is open to faculty, staff, students, adjuncts, and alumni. Committees--
  - Student Affairs
  - Alumni and Community Affairs
  - Communications and Marketing
  - Review and Long-range Planning
- The Director communicates with the faculty, staff, students, and other interested parties news of the business of the School and policies from the College and administration through regular departmental meetings of the School during the academic year and as needed during the summer. All faculty and staff are eligible to attend departmental meetings. Official representatives from the student organizations are invited to represent the student body. Visiting, adjunct, and courtesy faculty are also invited to attend departmental meetings according to their interests.

Matters of policy that are the purview of the Faculty Council are referred to that body.
III. Governance Document

The Governance Document is the responsibility of the Faculty Council. The document will be reviewed annually for changes necessitated by policies within the university or within the department. Policy documents appended to this Governance Document are considered policies that have the same authority as the Governance Document and may be amended without revision of the primary document.

It is recognized that this document is intended to be consistent with the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

Approved by Faculty Council 01.26.11
Amended by Faculty Council 02/15/2012