Governance of the School of Natural Sciences and Mathematics

The School of Natural Sciences and Mathematics (currently comprising the Departments of Cell Biology, Microbiology and Molecular Biology (CMMB), Chemistry, Geology, Integrative Biology (IB), Mathematics and Statistics, and Physics) is constituted within the College of Arts and Sciences to serve the greater university community by (1) providing instruction; (2) conducting scholarly investigations and research; and (3) applying knowledge resulting from this scholarly activity to the solution of problems that affect Florida, the nation, and the world, as described within the School’s Mission Statement.

The management of the affairs within the School of Natural Sciences and Mathematics (SNSM) is placed in the governing Faculty, the Council of Chairs, and the SNSM Director, working under the direction of the Dean of the College of Arts and Sciences. The administrative rank of the SNSM Director will be at the discretion of the Dean.

I. General Principles Governing Faculty Participation in the Governance of the School of Natural Sciences and Mathematics (insofar as these are consistent with existing College/University Policies)

1. The Faculty of the School of Natural Sciences and Mathematics has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, standards and procedures for admission of students into specific degree programs within the School. For example, Faculty of the School are responsible for the graduate and undergraduate curriculum development and course approval in the sciences and mathematics, and advising. Science/mathematics advising for undergraduates should be coordinated centrally through the School.

2. The Faculty sets the degree requirements, determines when the requirements have been met, and otherwise qualifies students and recommends them to the appropriate university entities to grant the degrees thus achieved.

3. Considerations of faculty status and related matters are primarily a Faculty responsibility; this area includes matters relating to academic titles, appointments, reappointments, decisions not to reappoint, promotions, the recommending of tenure and dismissal. Policies and procedures shall be developed among the Faculty of the School of Natural Sciences and Mathematics for the implementation of these faculty responsibilities.

4. Faculty participation in governance of the School will take place through elected committees, with membership elected from each department in the School and overseen by the Director of the School of Natural Sciences and Mathematics. In the absence of a Director, the oversight will be provided by the Council of Chairs. These committees will include committees convened regularly for tenure and promotion recommendations of the School, graduate student affairs, undergraduate affairs, and management of core laboratory facilities. Additional ad hoc faculty committees may be formed at the request of the Director or Council of Chairs.
II. General Principles Governing Role of the Council of Chairs in the Governance of the School of Natural Sciences and Mathematics

1. The Council of Chairs of the School of Natural Sciences and Mathematics shall consist of current Chairs of Departments in the School, or their representatives. Each member of the Council of Chairs shall represent faculty members in their respective departments in a manner consistent with the mission of their departments.

2. The Council of Chairs shall meet with the Director of the School to form budgetary policies and decisions affecting those areas which directly affect the mission of the School, such as, but not limited to, faculty status (e.g. faculty hiring and appointments), graduate student appointments and tuition waivers, research (e.g., investment in research initiatives), and curriculum.

3. The Council of Chairs will meet with the Director to form policies and make decisions with regard to the allocation of laboratory space and related resources. School policies and decisions with regard to laboratory facilities shall include the development and operation of centralized core infrastructure supporting the sciences, and articulation with relevant entities at USF in the development and operation of shared core infrastructure at the university level in order to avoid duplication and ensure sustainability of core facilities.

4. The Council of Chairs is responsible for promoting cross-disciplinary research and grantsmanship in the School, through initiatives such as School-supported interdisciplinary research clusters, etc. This responsibility extends to development and implementation of long-term faculty recruitment and retention plans in the Sciences and Mathematics that are consistent with the interdisciplinary mission of the School.

5. The Council of Chairs will assist the Director in development of intra-institutional, national and international outreach (including industrial outreach) to promote the sciences at USF.

6. The preceding responsibilities of the Council of Chairs remains in effect when there is a delegation of these responsibilities to the Director of the School, other representatives from among faculty, or other administrative officers. Council of Chairs members must exercise diligence and provide oversight to ensure that their agents represent faculty in an appropriate manner.

III. General Principles Governing Role of the Director in the Governance of the School of School of Natural Sciences and Mathematics

1. The Director of School of Natural Sciences and Mathematics shall represent the Faculty of the School in interactions with the Dean of the College of Arts and Sciences, the Provost, and other entities of the University. The Director shall represent the interests of the School and its Faculty in a manner consistent with the Mission Statement of the School.
2. The Director shall work with the Council of Chairs to form budgetary policies and decisions that affect the mission of the School, as outlined above. The Director shall represent these interests to the appropriate Administrative officials.

3. The Director shall work with the Council of Chairs to form policies and decisions with regard to laboratory space and related resources, as outlined above.

4. The Director shall promote intra-institutional, national and international outreach (including industrial outreach) to promote the sciences at USF, and development, working in conjunction with the Council of Chairs and the Dean of the College.

5. The Director shall provide guidance to SNSM faculty governance committees for tenure and promotion, graduate affairs, undergraduate affairs, and core facility development. The Director will represent the policies and findings of these committees to the appropriate Administrative officials.

6. The preceding responsibilities of the Director remain in effect when there is a delegation of authority to other administrative officers. The Director must exercise diligence and provide oversight to ensure that policies and recommendations formed by the Faculty are consistent with College and university policies, and are implemented in an appropriate manner.

IV. Other Operational Considerations (consistent with the Governance Document of the College of Arts and Sciences):

1. The Dean of the College of Arts and Sciences shall be responsible for review and evaluation of departments and department chairs and the Director of the School of Natural Sciences and Mathematics.

2. Budgetary oversight and management shall be the responsibility of the Dean and the Dean’s staff.

3. Undergraduate affairs in the College of Arts and Sciences, other than curriculum development, advising, and associated activities, will be the responsibility of the Dean and the Dean’s staff.

4. The Dean shall be responsible for coordinating activities and policies among Schools in the College of Arts and Sciences.

V. The Standing Committees

The Standing Committees of the School shall include: the Tenure and Promotion Committee, the Undergraduate Committee, the Graduate Committee, and the Core Facilities & Infrastructure Committee.

a. Membership:

During the second semester of each academic year, faculty vacancies on the various Standing Committees of SNSM shall be filled by the Council of Chairs and the Director from a list of faculty members selected by each department.
Each department/program should select nominees for each Standing Committee, guided by the membership guidelines outlined for each committee below.

b. Powers and Functions:

Each Standing Committee shall advise the Council of Chairs and the Director 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 Director and Council of Chairs for approval. At least once during the fall and spring semesters, each Standing Committee chair shall submit to the Council of Chairs and Director a written summary of the Committee's actions.

1. **Tenure and Promotion Committee**: This committee shall make recommendations to the CAS Tenure and Promotion Committee regarding all School candidates for tenure and promotion. The recommendations shall be conveyed to the CAS committee at a time early enough for it to complete its work prior to the Dean’s recommendations to the Provost. The SNSM Tenure and Promotion Committee shall review the candidates’ vitae and references, Chair and departmental recommendations, and all other relevant materials. Recommendations shall be made on the basis of the School’s and College’s criteria for tenure and promotion.

   i. Membership on the Tenure and Promotion Committee shall include two representatives from each SNSM Department. At least half the members of the Committee should be at the Full Professor level. Members of the Tenure and Promotion Committee shall generally be appointed for two year staggered terms with no more than half the members replaced in a single year. The SNSM Tenure and Promotion Committee shall select two of its members (including at least one full professor), and the SNSM Council of Chairs shall select one tenured faculty member in SNSM who is not serving on the SNSM Tenure and Promotion Committee to serve on the CAS Tenure and Promotion Committee in each academic year. These members shall generally be appointed for two year staggered terms.

   ii. Positive recommendations on tenure and promotion by the SNSM Tenure and promotion committee will be communicated to the CAS Tenure and Promotion Committee as part of a consent agenda for approval to the CAS Tenure and Promotion committee.

2. **Undergraduate Committee**: This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues relevant to undergraduate education in the School. This committee shall review all proposals for new undergraduate courses and programs, as well as proposals for substantive changes in School undergraduate requirements and requirements for undergraduate degrees in the various programs of the
School. It shall make recommendations to the CAS Undergraduate Committee and University Undergraduate Council regarding actions on new course proposals. Proposals for new academic programs will be forwarded to the Office of the Dean for consideration. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may also encourage and plan networking opportunities among various departments.

i. Membership on the SNSM Undergraduate Committee shall include one member from each SNSM Department.

ii. The SNSM Undergraduate Committee shall select three of its members to serve on the CAS Undergraduate Committee in each academic year.

iii. Recommendations on course approvals by the SNSM Undergraduate committee will be communicated to the CAS Undergraduate Committee as part of a consent agenda for approval by the CAS Undergraduate committee.

3. Graduate Committee: This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues relevant to graduate education in the School. This committee shall review all proposals for new graduate courses and programs, as well as proposals for substantive changes in graduate requirements of the various programs. It shall make recommendations to the CAS Graduate Committee and University Graduate Council regarding actions on new graduate course proposals. Proposals for new academic programs will be forwarded to the Office of the Dean for consideration. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may encourage and plan academic networking opportunities among various departments.

i. Membership on the SNSM Graduate Committee shall include one member from each SNSM Department.

ii. The SNSM Graduate Committee shall select three of its members to serve on the CAS Graduate Committee in each academic year.

iii. Recommendations on course approvals by the SNSM Graduate committee will be communicated to the CAS Graduate Committee as part of a consent agenda for approval by the CAS Graduate committee.

4. Core Facilities & Infrastructure Committee: This committee shall make recommendations that will improve the space, equipment, lab, and learning environments infrastructure for the School. It may, if it chooses, assist with proposal development and/or drafting of equipment management plans for the acquisition of major equipment for the School. The Core Facilities Committee shall make recommendations to the University Safety & Training Council regarding the policing of safety
protocols for research students. It may also encourage and plan safety and equipment training opportunities among various departments.

i. Membership on the SNSM Core Facilities and Infrastructure Committee shall include representatives from each SNSM Department housing core facilities and/or like infrastructure.

ii. As much of the core infrastructure in the College of Arts and Sciences lies within SNSM Departments, all members of the SNSM Core Facilities and Infrastructure Committee are ex officio members of the CAS Core Infrastructure Committee.

iii. Recommendations on matters related to core facilities and infrastructure made by the SNSM committee will be communicated to the CAS Core Facilities Committee as part of a consent agenda for approval, as per the guidelines of the CAS committee.

c. Meetings:

1. The Council of Chairs 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, the Council of Chairs, or the Director 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 actions and shall be responsible for preparing reports of committee actions to the Director, the Council of Chairs, and School Faculty.

d. Agenda:

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

VI. Other Matters of Governance for the School of Natural Sciences and Mathematics

1) Research Clusters: The SNSM Research Clusters exist primarily to facilitate cross-departmental engagement and support of SNSM faculty in research and associated aspects of graduate and undergraduate education. The Research Clusters should support the efforts of SNSM faculty to initiate and conduct interdisciplinary research programs involving faculty in other CAS Schools, other USF Colleges, and other institutions.
The SNSM Council of Chairs and Director are responsible for supporting the
efforts of Research Clusters, and identifying new Clusters based on expressed
faculty interest and activity.

2. SNSM Affiliated Faculty/Researcher: Faculty and scientists outside of SNSM
may request Affiliated Faculty status in SNSM as a member of one or more
SNSM Research Clusters. Affiliated Faculty will be included on all relevant
SNSM Research Cluster correspondence and in all Cluster discussions and
meetings.

Interested faculty/researchers may submit a CV and a brief statement of interest
in participating to the Council of Chairs of the School through a member of an
existing SNSM Research Cluster. The Council of Chairs will make Affiliated
Faculty/Researcher decisions and review existing Affiliates on a quarterly basis.

Amendments

This Governance Document may be amended by a simple majority of the voters
of the SNSM Faculty voting by mail or electronic ballot.

CAS Statement on Collegiality

It is the expressed position of the School of Natural Sciences and Mathematics,
within the College of Arts and Sciences, that all persons who learn and work together in
the College and School should treat each other with respect and dignity. Collegiality
among and between faculty, staff, and students is desirable behavior among all persons in
the College and School. Universities are, and should be, institutions where ideas are
freely and openly exchanged and discussed. However, critiques of ideas should not
extend to disrespectful treatment of particular persons, especially our colleagues.
Faculty, staff, and students should speak to each other and about each other with
courtesy, whether the conversations be in private or in public settings.

This position extends to the use of language in professional settings that implies or
condones disrespect of a class of persons or of specific individuals. Faculty, staff and
students should endeavor to use language that does not denigrate or draw inappropriate
attention to age, disability, ethnicity, gender, religious affiliation, sex, or sexual
orientation.