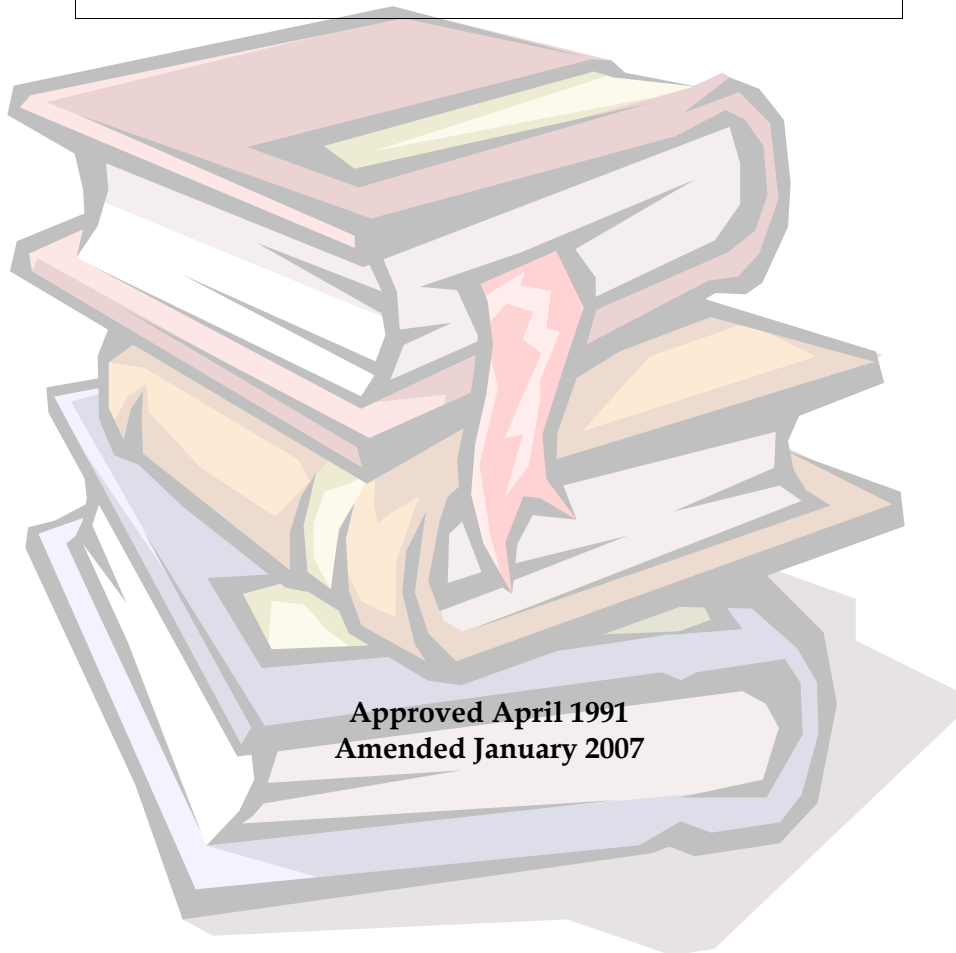


**Faculty Governance**  
of the  
*College of Arts and Sciences*  
**University Of South Florida**



Approved April 1991  
Amended January 2007

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**Preamble**

The University of South Florida, organized in 1956 and opened to students in 1960, is a tax-supported public university and an integral part of the Florida State University System. Pursuant to the Florida Constitution, its authorizing offices and organizations appoint the President of the University of South Florida, who, in turn, appoints all faculty, staff and administrative officers.

The College of Arts and Sciences (CAS) representing a union of the College of Arts and Letters, the College of Social and Behavioral Sciences, and the College of Natural Sciences was formed in 1990. Its staff and faculty serve students on the Tampa campus and regional campuses together with their surrounding communities.

A strong community of faculty involved in the activities of teaching, research, and service is central to the mission of the College of Arts and Sciences. It is necessary that faculty governance be collegial and represent diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad faculty participation.

The fundamental premise of this document is that a relationship of mutual respect and trust exists among those faculty named as College administrators and faculty members whose activities are focused primarily on teaching and research. The College administration shall represent the interest of the CAS to the central administration of the USF and oversee and allocate the human, financial, and material resources of the CAS among the various departments and allied units comprising the CAS. The faculty of the College reserves the prerogative to question the actions of any administrative officer of the College.

- \* 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

## CONSTITUTION

Faculty governance in the College of Arts and Sciences (CAS) operates within four major structures:

### **I. Office of the Dean:**

The principal administrator of the CAS shall be the Dean, who shall also be a tenured member of a department of the CAS. The Dean, in consultation with the Provost, may name Associate and Assistant Deans to assist in the administration of the CAS. The Dean shall also carry responsibility for naming the Chairs of Departments within the CAS based upon recommendations of departments.

### **II. The Faculty Assembly:**

The Faculty Assembly shall consist of all faculty as defined in the Bylaws, shall meet at least once each semester, and shall be convened and presided over by the Chair of the Advisory Council.

### **III. The Advisory Council:**

The Advisory Council shall be the primary interface between the faculty of the CAS and the Office of the Dean. The Advisory Council shall include the Dean and those faculty, students and staff members elected to represent their colleagues within the College. The election and composition of the Advisory Council, its functions, and its meeting schedule are defined in the Bylaws.

### **IV. The Standing Committees:**

The Standing Committees shall include: the Tenure and Promotion Committee, the Undergraduate Committee, the Graduate Committee, the Honors and Awards Committee, the Faculty Development Committee, the Diversity Committee, and the Computer Steering Committee.

#### Amendments:

The Constitution may be amended by a two-thirds majority of the voters of the Faculty Assembly voting by mail ballot.

#### Procedure:

The manual of procedure for all Assemblies, Councils, and Committees shall be Robert's Rules of Order. A quorum of a simple majority shall be required to conduct the business of Council and Standing Committees. A quorum for the Faculty Assembly shall consist of those present at the meeting.

## 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 shall be defined by the President of the University of South Florida.
- b. The Dean and the Dean's administrative colleagues shall solicit the opinions and advice of their faculty colleagues in major decisions affecting the academic, financial, and material resources of the CAS.
- c. The office of the Dean shall provide requisite administrative support to the Faculty Assembly, the Advisory Council, and the Standing Committees.
- d.
  1. The Dean shall establish a Council of Chairs consisting of the Chair of each of the departments, the Director of the Bachelor of Independent Studies and Directors of other appropriate programs, the Dean, and the Associate Deans.
  2. 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.

### **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 faculty, all part-time faculty on phased retirement, all faculty emeriti, and all full-time instructors.
  2. Ex-Officio (Non-Voting) Members: The duly elected officers of the graduate student College council, the undergraduate student College councils, and the CAS staff shall be cordially invited to send one representative of each organization to the meetings of the Faculty Assembly.

b. Powers and Functions:

1. The Faculty Assembly shall receive and consider reports from the Dean, the Advisory Council, and the Standing Committees. It shall receive petitions and requests from members of the CAS faculty. In its role as collective council for the faculty as a whole, the Faculty Assembly shall be informed of and monitor the activities of the Advisory Council and the Office of the Dean on College-wide matters.
2. The Dean and the Dean's administrative associates may be censured by a two-thirds majority vote of the entire CAS faculty. Secret balloting shall be conducted by the Advisory 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, Meetings, Article ii.c.1:  
The Faculty Assembly shall meet at least once by the end of the Fall Semester, if practical by the end of the eighth week and, in addition, 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 Advisory Council or the Chair's delegate.

d. Agenda:

1. The Faculty Assembly, Agenda, Article, ii.d.1:  
The Fall Semester agenda for the Faculty Assembly shall be prepared by the Dean in consultation with the Advisory Council. The agenda shall include a state of the College address by the Dean, with a written prospectus and budget summary for distribution, a report of the Advisory Council, reports of the activities of the Standing Committees, a roster of the membership of the Standing Committees of the CAS, and an open period for questions, discussions, and referrals from the floor.
2. The Spring Semester agenda for the Faculty Assembly shall be prepared by the Dean in consultation with the Advisory Council. The Agenda shall include a report from the Dean of achievements of the past year, a report of the Advisory Council, reports of the activities of the Standing Committees, recognition of faculty honors and awards, and an announcement of the membership of the Advisory Council for the coming academic year.

**Article III. The Advisory Council:**

The Advisory Council shall be the primary interface between the faculty of the CAS and the Office of the Dean. The Advisory Council shall include the Dean and those faculty, students, and staff members elected to represent their colleagues within the College. The election and composition of the Advisory Council its functions, and its meeting schedule are defined in the Bylaws.

**a. Membership:**

1. The Advisory Council shall consist of eleven elected members of the non-chair faculty of the CAS and the Dean, who shall be non-voting.
2. One voting member shall also be selected by each of the appropriate graduate, undergraduate, and staff constituencies to serve on the Advisory Council.

**b. Method of Election:**

Elections shall be held in the Spring Semester, prior to the meeting of the Faculty Assembly. A nominee for membership on the Advisory Council shall be elected by each eligible department. No department/program shall have consecutive representatives and no department/program shall have two representatives on the Advisory Council at the same time. From the list of nominees, eleven representatives shall be elected by the faculty to fill all vacancies on the Advisory Council. The Advisory Council shall conduct the election by providing mail ballots to each voting member of the Faculty Assembly and shall tally the votes. The faculty who receive the greatest numbers of votes shall be the representatives to the Advisory Council.

**c. Terms of Office:**

Faculty members elected to the Advisory Council shall serve a three-year term. In the event that a sitting member of the CAS Advisory Council is appointed Acting Chair or Program Director, the member shall retain his or her seat until the next regularly scheduled Council election. Ex-officio members elected to the Advisory Council by each of the appropriate graduate and undergraduate constituencies shall serve a one-year term. These ex-officio members may be reelected once for a successive term. The elected staff member shall serve a two-year term. If any member of the Advisory Council resigns or is unable to complete his/her term, that term will be completed by the eligible nominee receiving the next highest number of votes in the previous election.

d. Powers and Functions:

1. The Advisory Council advises the Dean on any matter of concern to the 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. It may also advise the Standing Committees of the CAS, faculty Committees within any of the administrative structures of the CAS, and the whole faculty on any matter of concern to the CAS.
2. Each year, the Advisory Council shall elect a chair and vice chair from among its faculty members.
3. The Advisory Council shall participate with the Dean in the selection for members of each of the Standing Committees. The Advisory Council shall also receive reports from the Dean in a timely fashion regarding the creation, composition, charge, and recommendations of ad hoc Committees in the CAS.
4. The Advisory Council shall prepare and administer the ballots for amendments to the Constitution and Bylaws.
5. Advisory 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 BOR/UFF Collective Bargaining Agreement.

e. Meetings:

1. The Advisory Council shall meet at least once every two months during the year. Special meetings of the Advisory Council may be called by the Dean, the Chair of the Council, or three or more of its voting members.
2. The Advisory Council may call a meeting of the Faculty Assembly for the purpose of proposing censure of the Dean and/or the Dean's administrative associates.
3. A quorum of the Advisory Council shall consist of eight voting members.

f. Agenda:

The agenda for the meetings of Advisory Council shall be prepared by its Chair in consultation with the Dean. It shall include items requested by the voting members of the Advisory Council and from the faculty at large.

Article IV. Standing Committees of the CAS:

The Standing Committees shall include: the Tenure and Promotion Committee, the Undergraduate Committee, the Graduate Committee, the Honors and Awards Committee, the Faculty Development Committee, the Diversity Committee, and the Computer Steering Committee.

a. Membership:

1. During the second semester of each academic year, faculty vacancies on the various Standing Committees of the CAS shall be filled by the Advisory Council and the Dean from a list of faculty elected by each department. Each department/program should elect one nominee for each Standing Committee, unless one of its faculty is a continuing member of that Committee. Members of the Advisory 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 to constitute the membership of each of the Standing Committees. The nominees selected by the Dean shall be submitted to the Council for final approval.
2. Student vacancies on Standing Committees shall be filled by the Advisory Council and the Dean from a list of graduate and undergraduate students submitted by each department. Each department/program should submit one graduate and undergraduate student for consideration for student vacancies. The Council and the Dean shall make student appointments from the pool submitted.
3. Membership of the Tenure and Promotion Committee shall consist of nine tenured faculty members at the rank of Associate Professor and above. The membership of the Undergraduate Committee shall consist of seven faculty members and one undergraduate student; the Graduate Committee shall consist of seven faculty members and one graduate student. The Honors and Awards Committee shall consist of five faculty members, and the Faculty Development Committee, nine faculty members. The Diversity Committee shall consist of five faculty members, one staff member, one graduate student, and one undergraduate student. The Computer Steering Committee shall be composed of ten members: the elected chair of the College Computing Committee and the College Director of Computing as co-chairs of the Steering Committee, along with three other faculty members of the College Computing Committee, one additional USPS staff person, one College advisor, one graduate student, one undergraduate student, and the Associate Dean for Operations.
4. 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 will consult with the Advisory Council about selecting a faculty member to complete that term. Staff members shall serve a two-year term. Members from the graduate and

undergraduate constituencies 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 Advisory 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 Advisory Council for approval. At least once during the fall and spring semesters, each Standing Committee chair shall submit to the Advisory Council a written summary of the Committee's actions.
2. Tenure and Promotion Committee: This committee shall make recommendations to the Dean regarding all candidates for tenure and promotion. It shall be convened by the Dean for its initial meeting at a time early enough for it to complete its work prior to the Dean's recommendations to the Provost. It 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.
3. Undergraduate Committee: This committee shall make recommendations to the appropriate individual or body relevant to curricula, advising, and all other issues relevant to undergraduate education in the College. This committee shall review all proposals for new undergraduate courses and programs, as well as proposals for substantive changes in College undergraduate requirements and requirements for undergraduate degrees in the various programs of the College. It shall make recommendations to the University Undergraduate Council regarding action on such proposals. It 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.
4. Graduate Committee: This committee shall make recommendations to the appropriate individual or body relevant to curricula, advising, and all other issues relevant to graduate education in the College. 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 University Graduate Council regarding action on such proposals. It may, if it chooses, return proposals to departments or programs with suggestions for revision. The Graduate Committee shall make recommendations to the University Graduate Council regarding the credentialing of graduate faculty in the College of Arts and Sciences. It may establish and revise

criteria for the appointment of adjunct faculty. It may also encourage and plan networking opportunities among various departments.

5. Honors and Awards Committee: This Committee shall make 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.
  6. Faculty Development Committee: This Committee shall promote and act as an advocate for faculty development interests and needs in the College of Arts and Sciences. The Committee shall respond to requests from the Dean and the Advisory Council, and develop recommendations for the Dean, Advisory Council, Chairs, Faculty Senate, and/or other constituencies on any areas relevant to the professional lives of faculty. Areas of concern include but are not limited to the following: 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.
  7. Diversity Committee: This Committee shall advise the Dean and the Advisory Council concerning diversity in composition of the programs and personnel of all units within the College of Arts and Sciences.
  8. Computer Steering Committee: This Committee shall make recommendations to the Dean and to other appropriate individuals or bodies relevant to use of computers in instruction, research and administration. The Computer Steering Committee shall serve as the parent body and make appointments to the College Computing Committee composed of representatives of each department in the College.
- 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 actions and shall be responsible for preparing reports of committee actions to the Dean, the Advisory Council, and the General Faculty.

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 Advisory 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 voting by mail ballot.

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**CAS Statement on Collegiality**

It is the expressed position of the College of Arts and Sciences that all persons who learn and work together in the College 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. 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.