

College of Business
University of South Florida St. Petersburg
Governance Document
As Amended by the College Faculty on May 6, 2011

Administrative Structure for Academic Policy

Purpose:

The administrative structure for academic policy serves to promote the development and supervision of the academic policies of the College of Business. The underlying philosophy behind this administrative structure is the principle of shared governance between the College Faculty and the Academic Officers of the College. The structure facilitates faculty participation in determining educational policies aimed toward fulfillment of the mission of the College as well as the University. The administrative structure for academic policy within the College states the major academic responsibilities of the College Faculty and the Academic Officers of the College within the framework established by the State University System, the University of South Florida (USF), and the University of South Florida St. Petersburg (USFSP).

College Faculty:

The College Faculty, for all purposes of this document, consists of individuals holding continuing appointments as Full Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer in the College of Business. The College Faculty does not include those faculty who are on visiting appointments or adjunct faculty. Unless otherwise noted, members of the College Faculty comprise the voting faculty on all issues except rank and tenure. The definition of voting faculty for purposes of tenure and promotion decisions is set forth in separate guidelines of the Faculty Tenure and Promotion Committee. The College Faculty may delegate its duties to the College of Business Council (CBC), standing committees of the CBC or to ad hoc college committees.

Academic Officers:

The Dean is the chief executive officer of the College. With the advice of the CBC and relevant members of the College Faculty, the Dean appoints the Senior Associate Dean, the Associate Deans and Directors. These individuals constitute the Academic Officers of the College, and as such constitute the College Administration. The Dean, the CBC, and the College Faculty work together to develop and implement academic policy in the College.

Academic Officers who currently hold faculty rank on continuing appointments are members of the College Faculty. In this capacity they may vote at general meetings of the entire college faculty when issues pertinent to the entire College community are voted upon. Academic Officers who are tenured faculty are also eligible voting faculty in the tenure and promotion process. As stated later in this document, the Dean and other Academic Officers holding faculty rank may serve as ex-officio members without voting privileges on standing committees of the CBC.

Voting Procedures at College Meetings:

At general meetings of the College Faculty, no formal vote can be taken unless there is a necessary quorum of College Faculty present. For this purpose, a quorum is defined as at least two-thirds of the College Faculty eligible to vote. The Dean or a member of the College Faculty may request that any vote be done by means of a secret ballot. In order for any measure to pass by a vote of the College Faculty, more than 50 percent of the present quorum must vote in favor of the measure.

Faculty must be provided at least two weeks notice on issues requiring a faculty vote in general faculty meetings. This notice must include the time and date of the meeting and relevant information regarding the issue requiring a vote. In the event that issues require immediate attention and thus an expedited vote, an email vote may be taken to waive the two week requirement. In this circumstance, a 75 percent majority of the voting faculty must agree to waive the two week notice regarding the meeting and agree to the new time frame for the meeting.

College Code of Conduct

The Academic Officers, College Faculty, and Staff, as well as visiting faculty and adjunct faculty, will all adhere to the College's Code of Conduct, which is presented below, as well as to all policies and rules established by USF St. Petersburg, the University of South Florida, and the State of Florida.

The College's Code of Conduct provides overall guidance to all parties in fulfilling their individual and collective responsibilities as they work to meet the mission of the College. This Code of Conduct is designed to assure that the following key values of the College provide a foundation for all actions:

- Integrity and honesty
- Passion for learning
- Respect for others
- Dedication to improvement

Standards of Behavior

The College has established the following Standards of Behavior that underlie all activities of faculty [to include visitors and adjuncts], as well as administrators and staff:

1. We will fully comply with all laws and regulatory requirements.
2. We will work to build trust and respect between and among faculty, staff, students and administrators, as well as other stakeholders at USFSP and the community it serves.
3. We will be responsible stewards in the use, management and protection of the assets of the College, including its reputation.
4. We will promote an intellectually and culturally diverse environment, which will be cooperative, productive, and socially responsible.
5. We will promote an environment that is committed to the principles of academic freedom and academic responsibility.

Within the framework of these values and Standards of Behavior, faculty and administrators are free to pursue activities within their areas of interest.

Outside Activities

Participating in outside professional and commercial activities can make important contributions to the strength and vitality of the College. Such activities can add knowledge and understanding that is relevant and useful to the teaching and research of the College, develop sources of funding and support for College activities, and establish valuable publicity and relationships for the College and USFSP as a whole. For these reasons, the College recognizes that limited participation in outside professional and commercial activities by faculty and administrators can be appropriate.

USFSP has established guidelines covering faculty and administrator participation in such activities. The standards governing outside activities are discussed in more detail in the USFSP Faculty Handbook and Article 19 of the USF Collective Bargaining Agreement. Faculty and administrators are expected to adhere to these standards.

Academic Honesty and Integrity

Academic honesty cannot be compromised. Faculty, staff, administrators and students are encouraged to become familiar with USFSP policies on academic dishonesty and the repercussions of such actions. The College will not tolerate academic dishonesty, and will fully apply the USFSP policies in this area.

Other Policies and Rules

Faculty and administrators are encouraged to become familiar with other policies and rules included in the USFSP Faculty Handbook (currently under revision), USFSP Diversity & Equal Opportunity policies and procedures, USFSP Human Resources policies and procedures, and other appropriate sources of information providing expectations for employees' behavior. The College fully endorses these policies and rules. Any faculty member or administrator who has questions about the application of any such policy or rule is encouraged to discuss the matter with the Dean or Associate Dean.

College of Business Council

The College of Business Council (CBC) constitutes the principal academic body that advises the Dean regarding the academic programs of the college and sets policy on matters affecting faculty committees. The CBC also makes recommendations to the Dean on matters concerning the faculty. These matters include, but are not limited to: tenure and promotion; faculty performance review; institutional planning and recruiting; and allocation of resources. The CBC operates according to principles of shared governance with the college administration and serves as the main channel of communication between the faculty and the administration. Upon request by either the Dean or the CBC chair, the Dean or a representative of the Dean may attend meetings of the CBC to discuss the academic policies and procedures of the college. The voting membership of the CBC consists of at least four (4) tenured members of the College Faculty, each from a different discipline. All disciplines reserve the right to voting representation on the CBC at any time. If a discipline is not represented on the CBC, the CBC chair is expected to inform that discipline's faculty of any events or issues which may affect the discipline. If a tenured faculty member is not eligible from the discipline, then a tenure-track faculty member is eligible to serve. Academic discipline representatives are elected by a vote of the College Faculty from within the discipline. For purposes of this vote, the College Faculty does not include Academic Officers.

Elections and appointments occur before the end of the spring semester, with the term of service beginning in the ensuing fall semester. Sitting members may be re-elected, serving a maximum of two consecutive one-year terms. If the sitting faculty member is tenured, and if after two consecutive terms there are no eligible faculty from the discipline, then the incumbent member may serve one or more additional terms, otherwise a faculty member must wait one year before being eligible to serve again. The out-going Chair of the CBC calls the first meeting of the new term, to ensure a smooth and fast transition, the new CBC is expected to meet within the first week of the fall semester. The first issue on the agenda of that meeting is to elect the new Chair of the CBC. If a CBC member resigns, a special election from that constituency is held to fill the vacancy. The person who is elected in the special election may be re-elected the next two years. A CBC member who resigns is not eligible to serve in the following academic year unless no one else is eligible to serve.

The CBC meets a minimum of once during the fall and once during the spring semesters. The Chair of the CBC calls these regular meetings. Additional meetings may be called by the Chair of the CBC, by the CBC Chair at the request of the Dean, or at the written request of at least five members of the College Faculty.

The Chair of the CBC prepares and circulates the agenda prior to the meeting. Robert's Rules of Order (latest edition) will govern in parliamentary procedure unless otherwise determined by vote of the CBC. Two-thirds of the CBC's voting membership constitutes a quorum. An affirmative vote by a majority (over 50%) of a CBC quorum is binding to the CBC. A secret written ballot is required when requested by a CBC member.

An update of the CBC's activities by the Chair, or a designated member of the CBC, will occur at each general faculty meeting, and the Chair will provide a complete report of the CBC's annual activities in writing to the Dean and the College Faculty at the close of the Spring Semester.

Standing Committees of the College of Business Council

Purpose

Standing committees comprise an integral part of the shared governance of the College. Members of these committees provide input to the CBC and the College's administration toward achievement of the College's mission and goals. Standing committees and ad hoc committees of the CBC cannot change their charges or membership without approval of the CBC. Selection of the members to the standing committees is done at the end of the spring semester prior to the next academic year. It is expected that all College Faculty will participate in the governance of the College and USFSP, which requires service not only on College committees and councils, but also USFSP committee and councils.

Standing Committees of the CBC include:

- A. Undergraduate Curricula and Assessment Committee (UCAC)
- B. Graduate Curricula and Assessment Committee (GCAC)
- C. Annual Review and Rewards Committee (ARAC)
- D. Faculty Development Committee (FDC)
- E. Faculty Tenure and Promotion Committee (T&P)

Membership of Standing Committees

Each standing committee of the CBC will have no less than four voting members, except the Tenure and Promotion Committee, which follows separate guidelines. All disciplines reserve the right to voting representation on all standing committees at any time. If a discipline is not represented on a standing committee, the committee chair is expected to inform that discipline's faculty of any events or issues which may affect the discipline. The Dean and other Academic Officers may be ex-officio members without voting privileges for standing committees. The Dean and other Academic Officers are not eligible to serve in any capacity, even in an ex-officio capacity, on either the Annual Review and Awards Committee or the Faculty Tenure and Promotion Committee.

Selection to the standing committees proceeds as follows:

- (1) After formation of the CBC, the Chair of the CBC will ask for nominations, to include self-nominations, from the College Faculty to serve on the standing committees. A faculty member may nominate other faculty members, with the provision that the other faculty member gives his or her specific consent to be nominated. The Chair of the CBC will bring these nominees to the Council for subsequent approval. Should there be insufficient nominees to fill committee memberships, the CBC, in consultation with the Dean or the Dean's designee, will appoint necessary faculty to complete the membership. In making these latter appointments, the CBC and the Dean will ensure that committee memberships are shared equitably among the College faculty.
- (2) Terms of appointment shall be two year staggered terms. If a vacancy occurs on any committee, the appointee shall complete the term of the prior member. Except where noted, all faculty have voting privileges on a committee.
- (3) The members of the standing committees will elect the Chairs of their respective committees at the beginning of each academic year for one-year terms, subject to the requirement that the elected member has voting privilege. There is an expectation that tenured faculty will step forward to fill these roles. The CBC and the Dean will endeavor to ensure equity of committee responsibilities among the College Faculty. Equity of service duties will include college and campus committee assignments, and all College Faculty are expected to participate equitably in the shared governance of the College and the University. The CBC will work with the USFSP Faculty Council to ensure that campus-wide assignments are equitably shared among the College Faculty.
- (4) All committees shall submit an annual report to the CBC prior to the end of the academic year.

Committee Meetings

1. The CBC, in consultation with the Dean or the Dean's designee, will articulate the charge of each committee to its full membership.
2. The Chair of each Committee prepares and circulates the agenda prior to the meeting.
3. Robert's Rules of Order (latest edition) will govern in parliamentary procedure unless otherwise determined by vote of the committee.
4. Two-thirds of a committee's voting membership constitutes a quorum. An affirmative vote by a majority (over 50%) of a committee quorum is binding to the committee.
5. A secret written ballot is required when requested by a committee member.

Undergraduate Curricula and Assessment Committee

The UCAC is responsible for undergraduate curricula development and course/program assessment. Membership is limited to continuing faculty although visiting faculty may sit in a non-voting capacity. The CBC, at its option, may include student representatives on the committee.

Graduate Curricula and Assessment Committee

The GCAC is responsible for graduate curricula development, course/program assessment, and recommendation of admission and graduation policies to the Dean. Membership is limited to continuing faculty although visiting faculty may sit in a non-voting capacity. The CBC, at its option, may include student representatives on the committee.

Annual Review and Awards Committee

Annual Review and Awards Committee is an elected committee. All members of the College Faculty, other than the Dean and the Academic Officers, are eligible to vote for members of this committee. A tenured discipline representative will be elected by a vote of the College Faculty from within each discipline. The election of the committee shall take place in the spring semester preceding the academic year. The chair of the ARAC shall be elected by the members of the ARAC. The Dean and other Academic Officers are excluded from membership on this committee, even in an ex-officio capacity.

This committee reviews, in the spring semester of each academic year, the yearly faculty reports of College faculty and submits these evaluations in writing to the College Dean. This committee is also responsible for recommending standards for the ratings in the areas of Teaching, Research, and Service, which are part of the annual review process. This committee is also responsible for the management of the College's annual research award, annual teaching award and annual service award.

Faculty Development Committee

The committee is responsible for organizing ongoing research and/or teaching development seminars; seeking visiting scholars; requesting library materials, datasets, computers and computer software; and advising the CBC and Dean on the continuous improvement of the College's research and teaching environment. Membership may include visiting instructors and adjunct faculty.

Faculty Tenure and Promotion Committee

This committee establishes College criteria for promotion and tenure in compliance with University guidelines, and reviews and votes on all applicants for promotion and tenure. Recommendations on tenure and promotion shall be made directly to the Dean. Only tenured members of the College Faculty are eligible to serve on this committee. The Dean and other Academic Officers are excluded from membership on this committee, even in an ex-officio capacity. The rules and procedures for the Faculty Tenure and Promotion Committee remain separate from the COB governance document and will be subject to change by faculty who are eligible for membership on this committee.

Ad Hoc Committees

Purpose: Ad Hoc Committees may be created by the CBC to address a narrow and specific focus of interest to the faculty. For example, all search committees for faculty hires will be Ad Hoc committees of the CBC.

In creating an Ad Hoc committee, the CBC will specify (1) the goals, scope, and objectives of the Ad Hoc Committee; (2) its Chair and members; and (3) any other pertinent parameters required.

Creation of Ad Hoc Committees.

- (1) The College of Business Council may appoint Ad Hoc Committees as deemed necessary to consider matters not already assigned to Standing Committees.
- (2) The Council Chair, with the approval of the Council members, and in consultation with the Dean, shall determine the membership and chair of each Ad Hoc Committee.
- (3) The Dean may request the appointment of a Council Ad Hoc Committee. Such requests shall be submitted to the Council Chair and shall be subject to approval by a majority of the Council.
- (4) The Dean and other Academic Officers may serve as voting members and chairs of ad-hoc committees.

Modifying this Document

Amendment and/or Repeal

Action to amend or to repeal this document may be proposed through a written petition to the Chair of the CBC from at least ten members of the College Faculty or from a majority of the College Business Council (CBC). After an amendment has been proposed the Chair of the CBC calls a meeting of the College Faculty to discuss the petitioned modifications. The CBC gives at least two weeks advance notice of the meeting and a copy of the petitioned modifications accompany the meeting notice. Approved modifications go into effect immediately, unless otherwise stated in the amendment itself.

Compliance

The provisions in this document shall not be interpreted to conflict in any way with the Laws of the State of Florida, the Policies of the Campus Board or the USF Board of Trustees, or any collective bargaining agreement. If any provision in this document is determined to be invalid, then that provision will not be enforced, but the remainder of the document will remain in effect.