CHAPTER 3: FACULTY GOVERNANCE

USF ST. PETERSBURG FACULTY SENATE

Mission
The Faculty Senate (FS) of the University of South Florida St. Petersburg constitutes the principal academic advisory body to the Regional Chancellor and Regional Vice Chancellor for Academic Affairs of the USF St. Petersburg and has the responsibility to make recommendations pertaining to the operations and welfare of the University, particularly those of special interest to the academic division of the University.

Responsibilities
To accomplish its mission, the Faculty Senate of the University of South Florida St. Petersburg, hereafter referred to as the Faculty Senate or FS, will act as follows:

FS representatives will meet regularly and will make the minutes of each meeting available to the faculty.

FS representatives will report regularly to their constituencies regarding the activities of all Faculty Senates and Committees.

With the approval of a majority of FS representatives, the FS president may schedule a special meeting of the whole and invite the general faculty to attend.

The FS president will serve as the faculty representative at meetings of the Chancellor’s Executive Leadership Team.

The FS will provide advice and recommendations to the Regional Chancellor prior to administrative decisions regarding the establishment or dissolution of colleges, schools, departments, independent centers, institutes, and partnerships; curriculum; scholastic standards; and academic honors at USF St. Petersburg.

The FS will receive and make recommendations concerning reports from the administration, particularly when these reports are of special interest to the academic division of the university.

The FS will receive and make recommendations concerning reports from campus-wide councils and committees to the Vice Chancellors, particularly when these reports are of special interest to the academic division of the university.

Membership

General Faculty
Membership in the general faculty of the University of South Florida St. Petersburg will consist of all full-time faculty members with the rank of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. The general faculty acts through the Faculty Senate as its elected representative body.

Faculty Senate
The Faculty Senate will consist of eight elected members, one member from each College,
one representative (each) from the Arts & Sciences Council, the Business Council, and the Education Council, and one representative from the Library. A president, a vice-president, and a secretary will be elected from and by the seven voting representatives at the first FS meeting each fall.

**Elections**

**Eligibility for election to the FS** Members of the faculty eligible to be elected to the Faculty Senate will be full-time members of the general faculty holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian. Faculty members whose responsibilities are primarily administrative are not eligible to serve on the FS.

**Eligibility to vote in FS elections** Each member of the general faculty is eligible to vote in the election of FS representatives from the College/Unit of which he/she is a member. Academic advisors holding the title of Instructor are eligible to vote in the elections within the Colleges for which they advise. If a faculty member has duties in more than one unit, the faculty member will be counted in the unit in which the major portion of his/her salary is budgeted. If a faculty member is budgeted for an equal portion in more than one unit, the faculty member may choose the unit in which to be included.

**Time of election** An annual election will be held each spring semester. Nominations for all open seats on the FS will be solicited from the general faculty via email. Faculty wishing to serve on the FS are encouraged to self-nominate.

**Terms** The term of each FS seat will be two years, beginning the first day of the fall semester following the annual election. Terms of the College representatives will be staggered to ensure continuity from year to year. A representative may serve two consecutive terms, after which a period of one year must elapse before a faculty member may be re-elected to the FS.

**Vacancies** In the event a representative to the FS resigns or is otherwise unable to serve for a period of more than one semester, the seat held by that representative will be declared vacant and an alternate will be elected by the College/Unit to serve the remainder of that representative’s term.

**Absences** A representative who must be absent from a meeting should send an alternate as a replacement. The alternate must be an individual who is eligible for membership in the FS. A representative who has two absences in a semester, without sending an alternate, is presumed to have resigned from the FS. The FS may make exceptions to this policy when special circumstances warrant it.

**USF St. Petersburg Faculty Senates and Committees**
The USFSP councils and committees will be of two types. Two committees will consist entirely of FS representatives. The remaining councils and committees, which will be appointed by and report to the Regional Chancellor, will provide written reports to the FS each spring for their review and comment.

The FS will elect a three-member "Committee on Committees" and a three-member "Bylaws Committee" from its membership at its first meeting in the fall.
The USFSP Undergraduate Council (UUC), the USFSP Graduate Council (UGC), and the USFSP Research Council (URC) will consist of representatives from the general faculty of each College, and the Library.

The following are campus-wide committees: Academic Awards Committee, the Library Committee, and the Enrollment Management Committee.

**Nominations to Campus-wide Councils and Committees**
The Committee on Committees will solicit nominations from the general faculty, receive nominations from the floor of the FS, and make its own nominations for each faculty position on the Faculty Senate and Committees. All such nominees must be reviewed for eligibility and approved by a majority vote of all FS representatives present and voting prior to submission of the list of nominees to the Regional Chancellor for appointments.

**Meetings**
The FS will meet monthly during the fall and spring semesters and as necessary during the summer term. The President of the FS may call a special meeting when the need arises, at the request of the Chancellor or Regional Vice Chancellor for Academic Affairs, or at the written request of three members of the FS. All meetings of the FS and its councils and committees will be open to members of the university community. Notice of such meetings and proposed agendas will be made available in advance of each meeting.

Fifty percent of the FS membership will constitute a quorum. For purposes of calculating a quorum, the size of the body will exclude unfilled vacancies.

**Rules of Order**
*Robert’s Rules of Order* (latest edition) will govern in all parliamentary practice not otherwise covered by the policies of the FS.

**Amendments**
Amendments to this charter may be proposed either through written petition from ten members of the general faculty, or through written petition by three FS members.

All amendments to this Constitution must be approved by the affirmative vote of two-thirds of the FS. Such amendments must be ratified by a majority of the general faculty voting and by the Regional Chancellor of the University of South Florida St. Petersburg.

**College Councils**

*The Arts & Sciences, Business, and Education College Councils* provide an effective means for collective participation by faculty and advise the College Deans in the consideration, formulation, and implementation of recommendations and decisions relating to the allocation of resources, evaluation of faculty, setting of goals and priorities, and other matters of interest to College faculty. The College Councils are also responsible for approving all new course/program proposals prior to submission to the USFSP Undergraduate or Graduate Council.

The Arts & Sciences Council, Business Council, and Education Council are comprised of members of the respective Colleges, with eligibility for membership and size of each Council determined by the Colleges.
Faculty Senate Committees

USFSP Undergraduate Council
The USFSP Undergraduate Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to undergraduate courses, curricula, programs, and degrees awarded by USFSP, including the University Honors Program and Learning Communities.

Membership of the USFSP Undergraduate Council will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library; one representative from the Advising Office, and one representative from the Regional Chancellor’s office.

USFSP Graduate Council
The USFSP Graduate Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to graduate courses, curricula, programs, and degrees awarded by USFSP.

Members of the Graduate Council will be appointed by the Faculty Senate. Membership of the USFSP Graduate Council will consist of two tenure-track or tenured faculty representatives from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library; one representative from the Regional Vice Chancellor’s office; and one graduate student representative. The graduate student representative will be nominated, on a rotating basis, by the Deans of the College of Arts and Sciences, Business, and Education to the Faculty Senate and will serve a one-year term; the graduate student representative will be a non-voting member until a graduate student representative body is active at USFSP. The representatives from the Colleges of Arts and Sciences, Business, Education, the Library, and the Regional Vice Chancellor’s Office will serve two-year terms. The voting members of the Graduate Council will be the representatives from the Colleges of Arts and Sciences, Business, Education, and the Library.

USFSP Research Council
The USFSP Research Council will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to policies and procedures intended to promote research and creative activity at USFSP.

Membership of the USFSP Research Council will consist of one tenure-track faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Library, one representative from the Regional Chancellor’s office will act as the Secretariat for the Committee.

USFSP Academic Awards Committee
The USFSP Academic Awards Committee will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting academic conduct; form and work with a committee to implement the campus honor system; and recommend students for scholarships, honors, and awards.

Membership of the USFSP Academic Conduct and Awards Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative from the Advising Office; one from Student Affairs; and one student.
**USFSP Library Committee**
The USFSP Library Committee will advise the Regional Chancellor and Regional Vice Chancellor for Academic Affairs and report to the FS on issues and policies affecting the Poynter library. Issues include, but are not limited to, collections, resource allocations, outcomes assessment, and media services.

Membership of the USFSP Library Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences; Business, and Education; one Administrative and Professional representative; one Staff representative; one graduate student; and one undergraduate student. The Dean of the Library shall serve in an *ex officio* capacity.

**USFSP Enrollment Management Committee**
The USFSP Enrollment Management Committee will advise the Regional Vice Chancellor for Academic Affairs and report to the FS on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting student recruitment, admissions, and retention.

Membership of the USFSP Enrollment Management Committee will consist of one faculty representative (each) from the Colleges of Arts & Sciences, Business, and Education; one representative each from the Advising Office, Student Affairs, and Admissions/Registration; and the campus recruiter.

**COLLEGE AND DEPARTMENT GOVERNANCE**
Three colleges offer a variety of programs; the College of Arts & Sciences, the College of Business, and the College of Education. Each college has its own mission and college governance council. Copies of each college's constitution can be obtained in the individual college office.