University of South Florida
College of Education
FACULTY CONSTITUTION

ARTICLE 1. The Faculty of the College of Education

A. **Short name.** Throughout this constitution, the Faculty of the College of Education shall be referred to as the "College Faculty."

B. **Membership.** The membership in the College Faculty shall be determined by applicable law, rule, policy, and the collective bargaining agreement.

C. **General faculty meetings.** General faculty meetings are convened by the Dean, at which the Faculty Council Chair will be requested to report on Faculty Council actions. The Faculty Council Chair may request the Dean to convene a faculty meeting. The Faculty Council Chair may arrange open forums with the faculty so that faculty may have the opportunity to offer advice on topics/issues that the Faculty Council is considering.

D. **Department/School operating procedures.** Each department or school shall have a written governance document that is consistent with university guidelines that specifies operating procedures in matters of collegial governance at the department or school level. The department or school shall review and update the procedures annually. New or revised procedures shall be approved with a simple majority vote of the department or school faculty. All procedures approved by the department/school shall be consistent with applicable law and the Rules, Regulations, and Policies of the University and as applicable Florida Board of Governors, and as applicable, collective bargaining agreement(s) between the University of South Florida Board of Trustees and certified employee bargaining agent.

ARTICLE 2. The Faculty Council

A. **Role of the Faculty Council.** The Faculty Council represents the College Faculty in college academic matters. The Faculty Council reviews the actions of its own committees and provides advice to the Dean.

B. **Academic programs belong to the College Faculty.** Specific degree-granting and non-degree-granting program areas may exist within any department or school and are the responsibility of the college faculty as a whole. The forwarding of any academic program or course proposal—whether creation, modification, or permanent removal—requires the approval of the Faculty Council upon the recommendation of the Undergraduate Programs Committee for undergraduate programs or the Graduate Programs Committee for graduate programs.

C. **Council membership.** The membership of the Council shall include one faculty representative elected from each department or school and from the faculty at-large. The faculty welcomes non-voting membership of the Dean and Dean’s designees, and the immediate past Council Chair shall serve as an **ex officio** member of the Council.

D. **Council elections.** Nominations for each department and school representative shall be made within the relevant constituency. Each faculty member in the college shall have an
opportunity to participate in electing the at-large representative. Elections shall be by secret ballot in the spring. The second- and third-place vote-winners in the balloting shall be first and second alternates with full voting privileges when the corresponding Council member is absent.

E. **Council terms.** Representatives to the Faculty Council shall serve staggered two-year terms, and no member may serve more than two consecutive terms. The term of office begins with the first contract day for nine-month faculty employees. A member of the Council is expected to resign if she or he will not be a full-time faculty member for the term of office or otherwise cannot fulfill the responsibilities of Council membership; a majority of the Council may declare a seat vacant from a record of absences. The first alternate for the vacancy’s constituency shall fill the seat for the remainder of the term.

F. **Organizing meeting of the Faculty Council.** After elections to the Faculty Council in the spring, the membership of the following year’s Faculty Council shall meet for the sole purpose of selecting the officers of the Council for the following year. From the membership, the Faculty Council shall elect one Chair, one Vice Chair, and one Secretary to serve one-year terms. The Council Chair and Vice Chair shall be tenured Full or Associate Professors. An officer may serve no more than two consecutive terms in a single position. The Council Chair, Vice Chair, and Secretary shall serve as the Council’s Executive Committee. It is expected that the Executive Committee and the Dean and/or the Associate Deans will meet on a regular basis.

G. **Council officer removal and replacement.** Any Council officer may resign, and the Council may remove an officer with a majority vote. If the office of the Chair, Vice Chair, and/or the Secretary becomes vacant, an election shall be held at the current or next meeting of the Faculty Council.

H. **Council Chair responsibilities.** The Chair of the Faculty Council shall call and preside at all meetings of the Faculty Council; oversee management of the Council’s business throughout the year; appoint the membership and chairs of ad hoc committees; serve as an ex-officio member of all standing committees; represent the Council to the Dean; and report to the Council on Council business at the end of the fall and spring.

I. **Council Vice Chair responsibilities.** The Vice Chair of the Faculty Council shall serve as Council parliamentarian; assume the duties of the Chair when the Chair is absent; convene the chairs of the standing committees of the Faculty Council to exchange information about committees; and perform other duties assigned by the Faculty Council Chair.

J. **Council Secretary responsibilities.** The Secretary of the Faculty Council shall arrange a record of the proceedings of all meetings and other official business transactions of the Faculty Council; prepare and publish the notices, agenda, and minutes of the Faculty Council meetings; protect the custody of all records, except those specifically assigned to others; keep accurate rolls of the Faculty Council membership and standing and ad hoc committees; serve as Chair of the Election Commission; and perform other duties as assigned by the Faculty Council Chair.

K. **Council meetings.** Regular meetings of the Council shall be held once each month in the academic year, at a day and time not in conflict with other official college meetings, such meetings to be scheduled by the Chair and announced by the Secretary as early as
practicable. Special meetings of the Faculty Council may be called by the Chair, or a petition of 10 members of the College Faculty. Except when the Faculty Tenure and Promotion Committee (FT&P) evaluates individual faculty members, all meetings of the Council and its committees shall be open, and all members of the College Faculty, the Dean and Dean’s designees, and students admitted to College of Education programs shall have non-voting speaking privileges.

L. **Council agenda, minutes, and other records.** The Secretary shall circulate a tentative agenda (including meeting time and place) to the college at least two weeks before each regular meeting and three days before any special called meeting. This tentative agenda must include a list of all curriculum proposals to be considered at the meeting. The circulation of agenda items, minutes, and other records may be in any practical electronic form accessible to the college faculty. Following each Council meeting, the Secretary shall circulate a brief summary to the faculty. The summary of the first meeting of each academic year shall include a list of the Council membership, including the constituency represented and first and second alternates, and a list of officers and committee members of the Council. Copies of the minutes of the Council meetings, reports by and for the Council, and other documents of official business of the Council shall be available to the faculty to review throughout the academic year.

M. **Election commission.** At the first meeting of each academic year, the Council shall select an election commission consisting of the Council Secretary and three other members of the Council. The commission shall serve for one full academic year, excluding summers. The commission shall recommend to the Council, review, and follow reasonable procedures for ensuring secret ballots and fair elections at the department, school, and college levels. At a minimum, these procedures shall provide for participation of all eligible voters, shall have announced opening and closing dates, and shall be counted openly by the elections commission at a time and place that is announced to the college faculty when the elections commission announces the opening and closing dates for balloting. The election commission shall be responsible for overseeing any college-wide elections; assisting elections at a department or school, and resolving any disputed results at a department or school; and reporting election results to the College Faculty. With regard to the Faculty Tenure and Promotion Committee elections, a record of all candidates and the count of votes for each office shall be shared with the Dean. All such records shall be maintained in the Dean’s office.

N. **Council standing committees.** The College shall have standing committees as described in Articles 3 and 4. The Chair of each Standing Committee shall serve as a nonvoting member of the Council.

O. **Council ad hoc committees.** Ad hoc committees may be created by the Faculty Council to address a specific focus and task such as short-term technology needs, programs to advance research in the college, and so forth. In creating an ad hoc committee, the Council shall specify the goals, scope, objectives, and desired outcomes of the ad hoc committee, its Chair and members, the time period within which it is to complete its charge, and any other pertinent parameters required.

P. **Ad hoc committee responsibilities.** Ad hoc committees shall hold regularly scheduled meetings to conduct business throughout the academic year in accordance with the
original charge. Chairs of ad hoc committees or their designees shall report at Council meetings or to the faculty, as directed by the Faculty Council Chair in the original ad hoc committee charge.

Q. Committee actions are recommendations. All official decisions of committees shall be construed as recommendations to the Council. However, decisions made by the Faculty Tenure and Promotion Committee related to recommendations for the tenure and/or promotion of individual faculty members shall be forwarded directly to the Dean.

R. Committee member meetings and absences in general. The chair of each committee shall announce the meeting and agenda to the college two weeks in advance. Committee members who expect to be absent are responsible for finding an alternate/proxy from the member’s department or school, and notifying the committee chair of that temporary replacement.

S. Committee records and reports. Chairs of committees shall maintain a public record of the minutes of each meeting, with the exception of when the Faculty Tenure and Promotion Committee evaluates individual faculty. Copies of these records shall be submitted to the Secretary of the Faculty Council on a timely basis. Standing committees of the Council shall report to the Council at all regularly scheduled meetings. Ad hoc committees shall report to the Council as appropriate. Written reports, either copies of minutes or separate reports, are required for Faculty Council consideration of committee recommendations. The Faculty Tenure and Promotion Committee shall provide an annual report to the Faculty Council. However, that report shall not offer any information on any individuals.

ARTICLE 3. Program Committees and Proposal Review

A. Undergraduate Programs Committee (UPC) charge. The UPC reviews the College’s undergraduate academic programs and makes recommendations on the undergraduate curriculum, including the creation, modification, or elimination of courses and programs consistent with the description of curriculum proposal review below.

B. Undergraduate Programs Committee membership. Each department and school shall elect one representative to the undergraduate program committee, with two-year staggered terms. Elections shall occur in the spring before a term starts. A faculty member shall serve a maximum of two consecutive two-year terms on this committee. The faculty expects that the Dean shall designate nonvoting member(s). The committee shall elect its own chair and vice chair each year.

C. Graduate Programs Committee (GPC) charge. This committee reviews the College’s graduate academic programs and makes recommendations on the graduate curriculum, including the creation, modification, or elimination of courses and programs consistent with the description of curriculum proposal review below.

D. Graduate Programs Committee membership. For each department and school with a fully-credentialed faculty member that department or school shall elect one representative to the graduate program committee, with two-year staggered terms. Elections shall occur in the spring before a term starts. A faculty member shall serve a maximum of two consecutive two-year terms on this committee. All members on the
graduate program committee shall be fully-credentialed. The faculty expects that the Dean shall designate nonvoting member(s). The committee shall elect its own chair and vice chair each year.

E. Program subcommittees. UPC and GPC may organize subcommittees for the purpose of efficient proposal reviews.

F. Curriculum proposal review. When reviewing proposals for the creation, modification, or elimination of a course or program, UPC and GPC shall consider the following guidelines:

1. Proposal origination. Curriculum proposals may be initiated by any department/school in which the program is or shall be located or co-located. A department’s written operating procedures should explicitly describe this internal approval process, including departmental faculty approval, approval of the chair, and the identification of a single faculty sponsor for contact purposes.

2. Proposal notice and consultation. Because College of Education programs typically involve the obligations and expertise of multiple departments, it is the responsibility of the proposal’s sponsor to document appropriate consultation with all relevant programs and faculty. The extent of appropriate consultation shall depend on the nature of the proposal, but faculty sponsors are encouraged to solicit input at multiple stages of program design. Notification of a drafted proposal or communication only with a department chair does not generally constitute appropriate consultation for new programs or significant modifications of existing programs.

3. Formal proposal preparation. The faculty sponsor is responsible for submitting a completed formal proposal to the Chair of the relevant standing committee (UPC or GPC). Faculty sponsors are encouraged to consult with the relevant committee chair and the appropriate Associate Dean in preparing the formal proposal.

4. Proposal review. The relevant standing committee is responsible for a prompt review of formal curriculum proposals for consistency with the college’s and university’s mission, university guidelines, and relevant accreditation, statutory, and regulatory obligations. The standing committee may recommend that the Faculty Council approve the proposal without change or approve the proposal contingent on a specific list of changes. If the standing committee does not recommend approval after review, it shall provide explicit guidance to the faculty sponsor. Once a committee recommends action to the Faculty Council, the Council shall act upon it at the next regularly scheduled meeting at least two weeks after the committee recommendation. If the Faculty Council does not recommend approval to the Dean and the relevant university-level curriculum council, it shall provide explicit guidance to the faculty sponsor and the chair of the department.

G. Program committee meetings. UPC and GPC shall meet monthly during the academic year, report to the Council, and announce meetings.
ARTICLE 4. Faculty Tenure and Promotion (FT&P) Committee

A. Faculty Tenure and Promotion (FT&P) Committee charge. The FT&P committee is the College Faculty’s chosen vehicle for college-level review of candidates for tenure and promotion and for the college-level screening of distinguished-professor and similar selections as needed by the Dean.

B. FT&P committee qualifications. The FT&P committee shall consist of five full professors from different departments elected by the college faculty for staggered two-year terms, in addition to pro tempore representation described below. As certified by the Dean, all full professors shall be included on the ballot except for those full professors whose terms are expiring, full professors from departments with representatives whose terms continue into the next year, full professors on leave for the following year, and full professors with hardship exclusions approved by the Dean.

C. FT&P election voters. All faculty in the College of Education eligible to vote for tenure and promotion committees under University guidelines shall be eligible to vote in the College’s election, and members shall be elected by the college faculty as a whole. The Dean’s office shall certify a list of eligible voters.

D. FT&P election procedures. Each spring, the two or three members of the committee that are replaced shall be chosen in the following manner after counting ballots: Full professors shall be listed in order of votes received; the full professor with the highest number of votes shall be chosen to fill the first seat; after each committee member is chosen, the full professor with the next highest votes, from a department different from existing representatives on the committee, shall be chosen, until the complement of full-term members is filled.

E. Filling FT&P vacancies. Vacancies shall be filled in all cases by returning to the vote-count list from the election at the time of the departed representative’s selection and selecting the full professor with the highest vote total whose department is different from already-seated members of the committee.

F. Pro tempore representatives. For each year’s consideration of tenure and promotion candidates, there shall be temporary additions to the five full-term elected members of the FT&P committee in the following cases:

1. Candidates from unrepresented departments. Where a candidate for promotion or tenure is from an unrepresented department, the full professor not on leave from the candidate’s department with the highest vote total in the last election shall be added as a pro tempore committee member with privileges equivalent to full-term members for all cases before the committee.

G. Role of the Associate Dean. The Associate Dean is to convene the first meeting of the FT&P committee at which time he/she will discuss with the committee all relevant rules, guidelines, and procedures. In addition, he/she shall serve as a resource person whenever the chair of the FT&P needs his/her assistance on such matters.

H. FT&P committee organization. Each year, the members of the FT&P shall meet in an organizational session in early October. In this meeting, the members of the committee shall elect a chair, schedule at least two additional meeting times, tentatively assign candidates to those meetings, select at least two people for each candidate for tenure
or promotion who are responsible for drafting narrative material for that candidate, be provided copies of relevant university and college documents, and be provided a questionnaire for each tenure and promotion candidate that shall be completed by each committee member before the next meeting of the committee.

I. **FT&P chair responsibilities.** The chair of the FT&P committee shall preside over FT&P committee meetings; shall correspond with a candidate’s department chair as soon as possible after learning that a member of the committee needs clarification on a factual matter about a candidate’s portfolio; shall ensure the accuracy of narrative descriptions of all candidates for tenure, promotion, distinguished professorships, and other evaluative matters referred to the committee; shall write up any minority report on a candidate where it is appropriate; shall report to the Dean or Dean’s designee on all matters concerning the evaluation of individuals; and shall be an ex-officio member of the college council and shall report to the council on all matters other than the evaluation of individuals.

J. **Discussion and voting on candidacies for tenure or promotion.**
   1. **Member responsibilities.** Each member of the FT&P committee (including any pro tempore member) is responsible for reading the materials for every candidate in a timely fashion and being prepared to discuss the candidates and university guidelines. Each member of the committee is thus assigned a reviewing questionnaire for each candidate and expected to duplicate a completed questionnaire for other members prior to the FT&P meeting where that candidate shall be discussed. Each member of the FT&P committee is responsible for keeping materials and discussion of evaluation confidential. Members must be careful not to place or leave evaluative material in open view. All records shall be maintained in the Dean’s Office.
   2. **General considerations for meetings.** A candidate’s materials, and all relevant university and college documents pertaining to tenure and promotion, should be in the room at the time of discussion of a candidate. Appropriate disposal of materials, including the reviewing questionnaire and draft narratives, shall be guided by the need for confidentiality and the advice of the administration and the university general counsel.
   3. **Participation issues.** Members of the committee from a candidate’s department may participate in discussion but may not make motions or vote on that candidate.
   4. **Substantive discussion.** The discussion of each candidate shall focus exclusively on whether the individual candidate meets the relevant University criteria for promotion or tenure. A consensus on the shape of the narrative evaluation must be consistent with University criteria, especially regarding the evaluative judgments in each area of faculty responsibility (teaching, research, and service) that are necessary for promotion or tenure; if the committee consensus is that a person is strong in all categories, the narrative cannot recommend promotion or tenure.
   5. **After the meeting.** After the meeting where a candidate is discussed, the FT&P chair shall distribute a secret ballot regarding that candidate to voting members of the committee, and the result of that ballot shall be included in the committee’s recommendation to the Dean on the candidate.
ARTICLE 5. General Provisions

A. Voting Eligibility. All members of the College Faculty as defined by applicable law, rule, policy, and the collective bargaining agreement are eligible to vote on motions presented during faculty meetings, elections in the Faculty’s department or school, or elections open to the College Faculty.

B. Proxies. In the consideration of motions at a general meeting of the College Faculty or at a meeting of a committee, a faculty member may assign his or her proxy to another eligible faculty member by communicating this, in writing or e-mail from the member’s on-campus account, to the Council Secretary before the vote. A proxy may not be used to vote in elections.

C. Elections. Elections to the Faculty Council and its Standing Committees shall occur in the spring preceding the start of the term of office.

D. Meeting Procedures. Meetings shall be conducted with Robert’s Rules of Order (10th edition). The Faculty Council has the authority to create and modify procedures for the orderly operation of the Faculty Council and its committees.

E. Electronic publication. Electronic publication of announcements, agenda, minutes, and other records constitutes appropriate communication of Council and committee activities, provided that the publications are accessible to College Faculty and the location is announced by e-mail at the beginning of the fall and spring semesters.

F. Authority and Limitation. The College Faculty operates under the authority of the laws of the Unites States, the State of Florida, and the Rules, Regulations and Policies of the University and as applicable Florida Board of Governors, and as applicable collective bargaining agreement(s) between the University of South Florida Board of Trustees and certified employee agent. In the event that these sources are not applicable, past practice and professional expectations in an academic environment may be consulted. However, nothing in this Constitution shall be construed to violate any of the preceding authorities.

ARTICLE 6. Ratification and Amendments to the Constitution

A. Initial Ratification of the Constitution. This Constitution shall be in force when approved by a majority of those faculty voting on a mail or electronic ballot, contingent on at least 50% of eligible faculty voting.

B. Proposed amendments. Amendments to this Constitution may be proposed by the Faculty Council or by a petition of at least twenty-five members of the College Faculty.

C. Notice and debate of amendments. Notice of the proposed amendment shall be sent to all members of the College Faculty at least twenty working days prior to the deadline for the submission of ballots. At the request and designation of the Faculty Council, the proposed amendment may be accompanied by statements, not to exceed 500 words that both support and contest the amendment.
D. **Amendment ratification.** Amendments shall be adopted and effective when approved by a majority of those faculty voting on a mail or electronic ballot, contingent on at least 50% of eligible faculty voting.

E. **Revisions.** University procedures for the revision and approval of new or revised College governance documents shall be followed.